

ARIZONA OHV AMBASSADOR PROGRAM



Handbook & Training Materials



**A PARTNERSHIP OF AGENCIES AND VOLUNTEERS DEDICATED
TO ENHANCING AND CONSERVING MOTORIZED RECREATION
OPPORTUNITIES IN ARIZONA**

TRAINING MANUAL CONTENTS

<u>SECTION ONE: PROGRAM OVERVIEW</u>	2
INTRODUCTION	4
PROGRAM CONTACT INFORMATION	5
BUREAU OF LAND MANAGEMENT, PHOENIX DISTRICT OFFICE	5
MISSION STATEMENT	6
BACKGROUND OF THE OHV AMBASSADOR PROGRAM	7
<u>SECTION TWO: SELECTION, QUALIFICATIONS, & ROLES OF THE OHV AMBASSADOR</u>	8
WHAT IS AN OHV AMBASSADOR?	9
BENEFITS OF BEING AN OHV AMBASSADOR	9
SELECTION OF OHV AMBASSADORS	10
OHV AMBASSADOR QUALIFICATIONS	10
OHV AMBASSADOR RESPONSIBILITIES	10
CODE OF CONDUCT	11
FIREARMS POLICY	13
NON-AMBASSADOR VOLUNTEER POLICY	13
TERMINATION POLICY	13
<u>SECTION THREE: OHV AMBASSADOR OPERATIONS</u>	14
TYPES OF OHV AMBASSADOR DUTIES	15
OHV AMBASSADOR PILOT AREAS	16
EVENT COORDINATION AND DAY OF EVENT PROCEDURES	17
COMMUNICATION INSTRUCTIONS - OHV AMBASSADOR FORUM	18
COMMUNICATION INSTRUCTIONS - OHV AMBASSADOR YAHOO GROUPS	19
TIME COMMITMENT	20
EQUIPMENT	21
<u>SECTION FOUR: OHV AMBASSADOR TRAINING</u>	22
REQUIRED TRAINING	23
ADDITIONAL TRAINING	23
TRAINING CHECKLIST	24
<u>SECTION FIVE: ADMINISTRATION</u>	26
AGENCY PARTICIPANTS: THEIR ROLES AND RESPONSIBILITIES	27
<i>The Arizona Off-Highway Vehicle Program – Arizona State Parks Board (ASPB) and Arizona Game and Fish Department (AGFD)</i>	27
<i>The Recreational Trails Program</i>	27
<i>The Arizona State Parks Board (ASPB)</i>	28
<i>The Off Highway Vehicle Advisory Group (OHVAG)</i>	28
<i>The Bureau of Land Management (BLM)</i>	28
<i>The United States Forest Service (USFS)</i>	29
<i>The Arizona State Land Department (ASLD)</i>	29
<i>Arizona Game and Fish Department (AGFD)</i>	29
<i>Maricopa County Sheriff's Office (MCSO)</i>	29
<u>APPENDIX A: FORMS</u>	30
<u>APPENDIX B: AMBASSADOR MATERIALS</u>	48
<u>APPENDIX C: ADDITIONAL MATERIALS</u>	64
<u>APPENDIX D: AMBASSADOR ORIENTATION TRAINING MATERIALS</u>	80

This page is intentionally left blank.

SECTION ONE:

PROGRAM OVERVIEW



CONTENTS:

- Introduction
- Program Contact Information
- Mission Statement
- Background of the OHV Ambassador Program

This page is intentionally left blank.

Introduction

The OHV (off-highway vehicle) Ambassador Program represents a group of trained volunteers from the OHV community in Arizona who are motivated to enhance and conserve OHV recreation opportunities in Arizona. OHV Ambassadors play a critical role in assisting land managers' efforts to provide a recognizable presence on the lands they enjoy while providing a positive and informative role model for fellow OHV users. The program is a collaborative partnership between land management agencies, OHV clubs, public safety entities, individuals, and other OHV stakeholders. Governing partnerships provide leadership, proper training, educational materials, and supplies.

The volunteer program provides a means for private citizens to promote responsible off-highway vehicle recreation on public, state, and private lands and work with organizations such as the US Forest Service (USFS), Bureau of Land Management (BLM), Arizona State Land Department (ASLD), Arizona Game and Fish Department (AGFD), Arizona State Parks (ASP), sheriff's offices, private groups, and other OHV stakeholders. Volunteers encourage safety and stewardship on public and state lands and play a vital role in maintaining high-quality OHV recreation opportunities. OHV Ambassadors assist land management agencies in monitoring areas, roads, trails and facilities used by the public, and actively participate in site improvements (e.g., fence repair, site cleanups) and user outreach (e.g., greeting volunteers at staging areas). Training is provided to OHV Ambassadors. Volunteers are expected to provide their own vehicles and safety gear and must have a good working knowledge of the terrain in which they will monitor.

This manual provides volunteers with valuable program information the volunteer is expected to read and enact as an Arizona OHV Ambassador. Let us at Arizona State Parks be the first to say thank you for your personal investment of time, knowledge, dedication, and resources to enhance OHV recreation in Arizona.



This program is funded through the Arizona State Parks OHV Recreation Fund with support of federal, state, and local partnerships.

Program Contact Information

Arizona State Parks
Attn: OHV Ambassador Program Coordinator
1300 W Washington St
Phoenix, AZ 85007

(Main) 602/542-4174 (Cell) 602/526-0150
(Fax) 602/542-4180
(E-mail) ohv@azstateparks.gov
(Website) www.AZStateParks.com/OHV

Bureau of Land Management, Phoenix District Office
Attn: Chris Gammage, OHV Ambassador Coordinator
21605 N. 7th Ave
Phoenix, AZ 85027

(Main) 623/580-5512 (Direct) 623/580-5512
(Fax) 623/580-5580
(E-mail) christopher_gammage@blm.gov
(Website) www.blm.gov/az

Specific Agency Land Managers can be found in Appendix B.

Mission Statement

Dedicated to enhancing and conserving motorized recreation opportunities in Arizona.

The Arizona OHV Ambassador Program works toward the following goals:

- Maintain motorized opportunities and access for the continued enjoyment of motorized routes and areas on public lands.
- Promote a positive image of OHV recreation on all lands, and promote land stewardship.
- Strengthen cooperation between user groups and OHV management agencies, and allow for cross-jurisdictional partnerships.
- Promote responsible recreation use in Arizona by modeling appropriate OHV safety and behavior.
- Channel high levels of knowledge about responsible OHV use and agency policies to casual OHV users.
- Increase responsible recreation knowledge to reduce the need for law enforcement.
- Provide a recognizable presence on motorized routes and facilities used by the public.
- Assist land management agencies in monitoring the areas, roads, trails, and facilities used by the public.
- Participate in public outreach events and site improvements.

Background of the OHV Ambassador Program

Off-Highway Vehicle (OHV) recreation, once termed Off-Road Vehicle recreation, is the most controversial and least understood recreation occurring on lands in Arizona today. It is an emotional battle for the users and a land management challenge in providing for multiple forms of recreation as well as other activities (e.g., grazing, mining, and logging). OHVs represent a diverse body of motor vehicles that are capable of traveling over unimproved terrains such as full size four-wheel drive vehicle, dual-sport motorcycles, sandrails, all-terrain vehicles, utility terrain vehicles, rock crawlers, and snowmobiles. People use OHVs to access a particular destination (camping) or are used as the essential part of the recreation experience (dirt biking). While OHV recreation use has increased exponentially, land management agency budgets for recreation are flat, if not decreasing. It has become increasingly difficult for land managers to provide an adequate level of time spent at Arizona OHV sites to maintain recreational resources, promote responsible riding, ensure public safety, and provide meaningful information to the public. With increasing numbers of OHV users and impacts there is a need for management response in order for the long-term sustainability of recreational activities on public lands.

The Arizona State Off-Highway Vehicle Recreation Fund, A.R.S. §28-1176, is administered by the Arizona State Parks Board (ASPB) and the Arizona Game and Fish Department (AGFD). Arizona State Parks receives sixty percent of the Fund and is authorized to use the funds for building or renovating OHV trails and routes, construction of related facilities, land acquisition, mitigation of environmental damage, OHV related law enforcement, and information and education programs.

On May 12, 2006 the Off-Highway Vehicle Advisory Group (OHVAG), a dedicated body of citizen volunteers who assure public involvement in the implementation of Arizona's OHV Program, forwarded a recommendation to the ASPB to approve funding for the OHV Ambassador pilot program. September 21, 2006 the ASPB approved the fiscal year 2007 State Off-Highway Vehicle Fund budget recommendation that included the development of a volunteer program to support the increased need for on-site management presence and projects at OHV recreation sites. The program is intended to provide increased time spent on public education and motorized routes/facilities by leveraging field personnel through utilization of volunteers in a joint venture by state, federal, and other entities for managing OHV activities. Such activities provide benefit to both land managers and the OHV recreation community at large.

SECTION TWO:

SELECTION, QUALIFICATIONS, & ROLES OF THE OHV AMBASSADOR



CONTENTS:

- What is an OHV Ambassador?
- Benefits of Being an OHV Ambassador
- Selection of OHV Ambassadors
- OHV Ambassador Qualifications
- OHV Ambassadors' Responsibilities
- Code of Conduct
- Firearms Policy
- Termination Policy

What is an OHV Ambassador?

OHV Ambassadors are trained volunteers that help enhance OHV riding opportunities by working cooperatively with Arizona land managers to:

- maintain motorized areas, roads, trails and facilities,
- provide a recognizable presence on public and state lands,
- model appropriate riding behavior, and
- provide educational and informative materials to the public.

These volunteers, in groups of two or more, patrol on motorcycles, all-terrain vehicles, 4x4 vehicles, or other vehicles to identify and record resource issues and illegal OHV user activities.

Ambassadors serve as a point of contact for other OHV users to obtain helpful and informative information about the trails they ride. Large, high profile public outreach events at popular staging areas and trailheads also provide the OHV Ambassadors opportunities to distribute useful OHV information that will help increase compliance with rules, regulations, and policies.

Ambassadors may also participate in special projects such as trail maintenance/rehab work, trash clean ups, kiosk installation, sign placement, fence repair, and more.

The OHV Ambassador, whether out on a trail patrol at a public outreach event or working on a project, provides no enforcement authority. However, by working in conjunction with local land managers and public safety officials, the OHV Ambassador provides a model for appropriate OHV use and serves to help the OHV community build and maintain strong relationships with land managers for continued access to public lands.

Benefits of being an OHV Ambassador

There are many benefits to being an OHV Ambassador. The OHV Ambassador has the satisfaction in knowing that they are making a positive impact on the future of OHV riding opportunities. Additionally, OHV Ambassador volunteers get ample opportunity to interact in a positive manner with federal and state land managers and law enforcement officers. These relationships provide the Ambassador with a greater understanding of the current issues, challenges, and opportunities facing OHV recreation. Another great benefit of becoming an OHV Ambassador is the fun of spending time on Arizona's roads and trails with fellow OHV enthusiasts. Finally, there are rewards for various levels of service and dedication to the program.

Selection of OHV Ambassadors

Anyone who is an avid OHV user or simply an interested member of the public and who is able to provide their own transportation, can volunteer as an OHV Ambassador, provided they are willing to abide by the OHV Ambassador Code of Conduct. OHV Ambassador volunteers will be recruited and selected without regard to race, creed, religion, age, sex, color, national origin or disability.

OHV Ambassador Qualifications

OHV AMBASSADORS MUST*:

- Be at least 18 years old.
- Possess a valid driver's license.
- Be able to operate an OHV responsibly and safely.
- Be able to navigate moderate to difficult roads and trails.
- Complete and keep current all required Ambassador training.
- Be able to walk over uneven terrain.
- Be able to lift at least 30 pounds.

OHV Ambassador Responsibilities

1. PUBLIC INFORMATION & CONTACT

- a. Promote a positive image of their chosen recreation use on public lands.
- b. Provide information and education about OHV recreation that will promote responsible recreation use.
- c. Provide a courteous and recognizable presence at areas, roads, trails, and facilities used by the public.
- d. Provide information and education to the recreating public that will help increase compliance with rules, regulations, and policies.

2. PERSONAL SAFETY

- a. Provide the agency coordinator with prior notice of patrol times and dates using check in/out protocol.
- b. Be properly prepared for emergencies, think ahead, and always have the proper equipment in good working order.
- c. Ambassadors shall not put themselves or other visitors in jeopardy of injury while performing their duties.
- d. OHV Ambassadors always patrol with at least one other volunteer/agency staff and vehicle that is equipped with the necessary safety and patrol gear.
- e. Immediately contact the appropriate law enforcement officials or medical authorities in the case of a medical emergency. For non-emergency situations, Ambassadors must notify the agency coordinator concerning the injury and any treatment within 24 hours of the injury.

3. ROUTE MONITORING

- a. Report all trail hazards and maintenance needs and make recommendations for improvements of areas, roads, trails and facilities to agency coordinator.
- b. Inform other users of road and trail conditions, fire closures, and other hazards as requested by a land management agency representative.

HANDLING EMERGENCY SITUATIONS

- a. Contact the proper authorities (e.g., law enforcement) as necessary to report incidents and to arrange for emergency services response.
- b. Provide basic medical assistance according to received training and ability level to emergency situations including accidents and injury situations using first aid and CPR skills.
- c. Assist in getting emergency vehicles to accident/injury scenes as requested by officials. This includes providing a lead-in, directions, or flagging a route to the scene.
- d. Document all pertinent information for Arizona State Parks and land management agencies related to emergency situations on the incident form.
- e. Provide support as requested to agency staff and sheriff's deputies.

4. OHV EQUIPMENT COMPLIANCE

- a. OHV Ambassadors maintain their off-highway vehicles in accordance with State laws and Agency regulations with current registration and USDA approved spark arrestor.
- b. OHV Ambassadors are required to maintain their vehicles to the current street legal standards (e.g., horn, mirror, headlight, etc.).
- c. Maintain and operate all off-highway vehicles in accordance to manufacturer recommendations, ability level, and understanding of vehicle limitations.
- d. OHV Ambassadors are always to operate and maintain their off-highway vehicles in a manner where they can be setting the best example.

Code of Conduct

As volunteers of land management agencies, OHV Ambassadors operate under volunteer agreements with governmental agencies on whose lands they are participating in volunteer activities. It is essential that OHV Ambassadors, as representatives of land management agencies and responsible OHV users, be guided by a responsible use and conservation ethic.

Each volunteer will perform his/her duties as an OHV Ambassador in accordance with the procedures published in the OHV Ambassador Handbook. Every Ambassador must sign a statement agreeing to abide by the Code of Conduct at the time of training. Adoption of this Code of Conduct indicates agreement that the following standards will be upheld.

AN OHV AMBASSADOR SHALL:

1. **BE PROFESSIONAL.** An OHV Ambassador shall maintain high standards of honesty, integrity, courtesy, impartiality, and professionalism. It is suggested that an OHV Ambassador remove his/her helmet when making a public contact.
2. **RESPECT THE PUBLIC.** As a representative of the State and Federal agencies that participate in the Program, an OHV Ambassador shall be courteous and informative on public lands and respectful of private property.
3. **AVOID CONFLICTS OF INTEREST.** An OHV Ambassador shall not engage in activities or accept positions that represent conflicts of interest with the goals and aims of the OHV Ambassador Program.
4. **MODEL APPROPRIATE OHV SAFETY AND BEHAVIOR.** An OHV Ambassador sets the example for other recreationists and visitors to follow, therefore, an Ambassador will wear proper OHV Ambassador insignia in order to be easily recognized by the public. An OHV Ambassador will also properly maintain his/her vehicle and equipment in good working order, removing any insignia or equipment that will misrepresent the OHV Ambassador Program.
5. **REPORT VIOLATIONS.** An OHV Ambassador shall give information about suspected violators of local, State, and Federal laws only to the appropriate law enforcement or compliance officer and to the land manager with the authority responsible for administering the lands involved.
6. **AVOID NEGATIVE CONFRONTATIONS.** An OHV Ambassador will not contact or become involved with any individuals that are participating in illegal activities such as illegal shooting, unsafe driving, or physical abuse. Instead, the Ambassador should discreetly contact a law enforcement or compliance officer immediately.
7. **MAINTAIN PERSONAL SAFETY.** An OHV Ambassador must consider his/her own safety first.
8. **OBEY ALL FEDERAL, STATE, AND LOCAL LAWS.** An OHV Ambassador will adhere to all federal laws, state statutes, agency regulations, local ordinances, or any other type of regulation.

Firearms Policy

The carrying or use of firearms is **not included** as part of the duties under the OHV Ambassador Program. It is not the purpose or function of this Program for Ambassadors to conduct law enforcement activities. **Possession or use of firearms during the conduct of OHV Ambassador duties is strictly prohibited.** Ambassadors must abide by the policies and regulations of the land managing agencies to which they are assigned as volunteers and to whatever stipulations are included in any volunteer agreements signed by those agencies.

Non-Ambassador Volunteer Policy

The intent of the OHV Ambassador program is to have trained OHV Ambassadors participating in monitoring and visitor contact patrols. Therefore, anyone who is not a trained OHV Ambassador may not participate in OHV Ambassador patrols. However, for Ambassadors using a passenger vehicle with an additional safety belt, Ambassadors may request to have one ride-a-long guest join them if the sponsoring land manager approves AND the guest agrees to abide by the OHV Ambassador code of conduct by signing a statement. **Only the land manager can make exceptions to this policy and all requests for guests must be pre-approved by the land manager prior to the day of the patrol.** For public outreach events including meet & greets and site cleanups, typically anyone is welcome to participate if a volunteer agreement is signed on-site. Please check with the sponsoring land management agency representative prior to inviting guests to Ambassador coordinated events.

Termination Policy

All Ambassadors are expected to comply with all federal, state and local laws as well as the policies and procedures of the OHV Ambassador program. Any violation may result in disciplinary action up to and including termination of volunteer duties.

Arizona State Parks expects and encourages Ambassadors to communicate openly and regularly to Ambassador Program staff so that the interests of the Ambassadors and Land Management agencies are best served.

SECTION THREE:

OHV AMBASSADOR OPERATIONS



CONTENTS:

- Types of OHV Ambassador Duties
- Pilot Areas
- Procedures for Events
- OHVA Forum Instructions
- Time Commitment
- Equipment

Types of OHV Ambassador Duties

As mentioned earlier, there are several different opportunities with which an OHV Ambassador can become involved. Events such as trailhead/staging area meet and greets where educational and informational materials are distributed serve as opportunities to get to know other users. These events also let the public know about the OHV Ambassador program as well as letting them know that law enforcement or land management staff will be in the area that day. The OHV Ambassador education trailer will be used for these events. Another type of event is a site clean up or small projects work day. These events are designed to give OHV Ambassadors the opportunity to use their expertise in trail maintenance and old-fashioned manpower to get these jobs done. Jobs may consist of sign installation, fence repair, kiosk installation, trail maintenance/repair, etc. Finally, the monitoring patrols give the Ambassador the ability to assist land managers in observing resource and social impacts in order to provide them with information on what type of activities/impacts are occurring at certain times and locations. These patrols are also opportunities for the OHV Ambassadors to contact users and promote the program as a whole and more importantly, the responsible riding model. **As covered in the OHV Ambassador training program as well as in the Code of Conduct and Roles & Responsibilities, monitoring patrols are NOT an opportunity to assume law enforcement officer duties for the day; telling people what they should and should not be doing, rather, these patrols are designed to promote positive educational and informational contacts.**

Trail Monitoring/Patrols- A typical trail patrol will start with a safety briefing and overview of the day's activities. Groups will be assigned and equipment (such as radios, first aid kits) will be distributed. Each group will be given a map with general directions on which trails to patrol. Some goals for these types of activities are to monitor trail conditions noting public safety hazards, provide information to trail users and to document items on the provided Ambassador monitoring form.



Meet and Greets- These types of events are geared towards large public gatherings. They can be at popular staging areas on a weekend or at a special "Outdoor Expo" type event. Goals for these types of events are to answer any questions about Off-Highway Vehicles the public may have such as, "where can I ride?" or "do I need to have a permit?" as well as distribute informational handouts. Meet and Greets and

Trail Patrols will sometimes be combined into one day's event. Half the group will do Trail Monitoring while the other half may stay located at the staging area.



Special Work Projects- These projects will vary depending on the needs of the Land Management Agencies. A typical work day will consist of a safety briefing as well as any special training needed to conduct that day's activities. Small groups may be assigned or one large group may complete the project. On occasion a Land Manager may ask for an Ambassador volunteer to coordinate and manage a project. Ambassadors who take on this role of "Project Lead" will work closely with the Land Manager to successfully complete the project.



OHV Ambassador Pilot Areas

OHV Ambassadors will be given the opportunity to select OHV sites that are part of the Ambassador Program. Current sites include: (see Appendix for a map of locations).

- Lake Pleasant Area - includes the Bradshaw Foothills area and Table Mesa road, west of the I-17 freeway.
- North Scottsdale Area – includes southwestern portions of the Tonto National Forest, Cave Creek Ranger District (Desert Vista).
- Florence Junction Area - includes the Desert Wells OHV site and the Middle Gila Canyons area.
- Other areas as assigned- includes areas statewide for special projects or events.

Event Coordination and Day of Event Procedures

OHV Ambassadors will be notified via email, yahoo groups, web forum, or by mail when events are scheduled to take place. Additionally, web-based calendars and forums will be used for increased communication and planning. Efforts will be made to provide notice of scheduled events at least one week in advance of the event. OHV Ambassadors are also encouraged to stay in contact with the program coordinator and agency representatives, letting them know about their interest in participating in upcoming events. Prior to any event, the participating land manager lead and the program coordinator will draft an Event Objectives Plan. This plan will clearly outline the objective of the day, weather considerations, safety messages, participants involved, location, meeting times, and other pertinent information (see Event Objectives Plan in Appendix A). Upon the outset of an event, the land manager lead will conduct a briefing session outlining the objectives for the day and will then assign Ambassadors to various tasks/areas. Equipment will also be distributed and radio protocol and communication will be covered. Upon completion of the day, a debriefing session will be held where equipment will be returned, daily log sheets (see below) will be submitted and discussion of the day's activities will take place.

Communication Instructions - OHV Ambassador Forum

1. Go to www.ohvambassador.com
2. Scroll to bottom of page and click on “*Ambassador Forum*”
3. Click *Register, I agree, over age*, etc.
4. Fill in required information. In the “*INTERESTS*” SECTION ON THE FORM WRITE “**AZ OHV AMBASSADOR**” so you can be identified as an Ambassador.
5. Submit
6. WRITE DOWN YOUR USER NAME AND PASSWORD here:

7. Bookmark the website page

Note: You will not see much until you are registered which will take a few days. Log in the week following your initial registration. If you have a successful log-on write a message and take a look around.

Communication Instructions - OHV Ambassador Yahoo Groups

1. The Yahoo Group Manager (OHV Ambassador Program Coordinator) must invite you to join AZOHVA group. You will receive an invite by email.
 2. Once you receive an email, click “Join Group”
 3. Follow instructions and remember that “Step 2. Message Delivery” is asking you how often you want to receive emails (see #3 below)
 4. Write down your user name and password here:
-

5. Bookmark the website page.

How do I reduce or increase the number of emails I get on Yahoo Groups?

If you are already a member of Yahoo Groups, go to
<http://groups.yahoo.com/group/AZOHVA/>

1. Click “**members**” on left panel
2. Change “email delivery” to your preference.
 - a. *Daily Digest* - Every day you will be emailed a summary of emails.
 - b. *Individual Emails* - Every time an Ambassador Yahoo Group member writes a new message on Yahoo groups you will receive the message in an email.
 - c. *Special Notices* – Ambassador event notices will be received by email, however you must log onto Yahoo Groups for any other new messages.
 - d. *No email* – you must always go on Yahoo Groups to check new messages.

Time Commitment

OHV Ambassadors are asked to commit a reasonable amount of time to the program. While most volunteer programs are operated in terms of volunteer hours, the OHV Ambassador program operates on a point system. Points range from 1-5 for any given activity such as going out on a trail patrol, spending time at an educational event or meet and greet event, participating in site improvements or clean-ups, or attending the bi-monthly OHV Ambassador meetings.

The minimum amount of points requested for each year of service is 24, and must be achieved according to the guidelines stated below. To ensure the sustainability of this program by encouraging high levels of participation, an OHV Ambassador obtaining less than 12 points in a year, may be asked by the program coordinator to withdraw from the OHV Ambassador program.

The following scale represents some basic point values for activities, with the range of values dependent upon the type or extent of work involved, location, and/or participation levels. Points will be advertised prior to posting events.

Attend Bi-monthly Meetings	2
Half-day Patrol (2-4 hours)	2
Full-day Patrol (5-8 hours)	3
Remote Location Patrol	3-5
Meet & Greet	3-5
Site Clean-up	3-5
Special Project	3-5
Project Leader	1-3
Additional Training Courses (pts/course)	3

All OHV Ambassadors are encouraged to attend at least two quarterly meetings, patrol at least four full days or six half days, and participate in at least two public outreach events annually. Participation in these events at this fulfills the point request for all Ambassadors. Awards and recognition certificates will be given to OHV Ambassadors who go above and beyond. Awards will be given for other volunteer service categories as well. The awards banquet will be held annually.

Equipment

OHV Ambassadors must be prepared for a wide variety of situations they may encounter while on patrol. Some equipment may be provided by an agency and/or Arizona State Parks, while each volunteer is also expected to supply some of his or her own equipment. The following lists represent all necessary equipment needed for each OHV Ambassador for field patrols.

- OHV Ambassadors will provide:
 - A personal vehicle in good working condition
 - Safety equipment:
 - DOT approved helmet with elongated chin protection (*4x4 exempt*)
 - Basic eye protection (*4x4 exempt*)
 - Protective riding gloves (*4x4 exempt*)
 - Proper clothing (*All OHV Ambassadors are to avoid wearing clothing that may be perceived as offensive to others*):
 - Long sleeve shirt (*4x4 exempt*)
 - Pants (*4x4 exempt*)
 - Ankle high boots (*4x4 exempt*)
 - Food and water
 - Sun protection
 - GPS and compass (encouraged)
 - Basic First Aid Kit
- Arizona State Parks or partnering agency will provide the following equipment to individual OHV Ambassadors:
 - Mesh Jersey
 - Helmet Skin
 - Vehicle Magnet or Sticker
 - Radio & Charger (checked out as needed for duty)
 - Maps
 - Monitoring Forms
 - Notebook & Writing Utensil
 - Basic First Aid Kit (dependent on supplies)
- Agency and/or Arizona State Parks equipment shall be properly maintained and returned at the end of the duty period.
- Use of non-reusable supplies such as band-aids for a first aid must be reported to agency staff for replacement.
- Equipment damaged or lost must also be reported to agency staff immediately.

OHV Ambassadors are responsible for checking out and returning all equipment. Equipment must be returned clean and in good working order. If equipment is damaged or inoperable, the Ambassador to whom it was checked out is responsible for notifying the volunteer coordinator.

SECTION FOUR:

OHV AMBASSADOR TRAINING



CONTENTS:

- Required Training
- Additional Training
- Training Checklist

Required Training

Arizona State Parks, Arizona Game and Fish Department, the Bureau of Land Management (BLM), and the USDA Forest Service (USFS) will provide all training required for OHV Ambassador volunteers. OHV Ambassador training is coordinated through Arizona State Parks. Additional training to gain other specific skills are offered through the BLM and USFS. OHV Ambassadors are responsible for keeping their training certifications current.

- Program Overview
- First Aid/CPR
- Policy and Procedures
- Hazmat
- Bloodborne Pathogens
- Point of Contact/Survival
- Defensive Driving
- Communication
 - Chain of command
 - Check in/out procedures
 - Radio use and protocol
 - Reporting procedures
 - Emergency procedures
 - Visitor contacts

Upon completing the training courses required to patrol, each OHV Ambassador will receive a Volunteer Training Card.

Additional Training

The bi-monthly meetings and other scheduled events will provide the venue for continued training opportunities. While there is no amount of training that can prepare an Ambassador for every situation, significant efforts will be made to provide the Ambassador with as much relevant training as possible. Some examples of continued training and education are listed below:

- Map/GPS skills
- Fire season regulations education
- Hunting season regulations education
- Travel management rule considerations
- OHV group presentations
- OHV spark arrestor and general maintenance checks
- Fence cutting repair
- Sign installation
- Invasive species
- Mine shaft safety

Training Checklist

**AMBASSADOR
NAME:** _____

TRAINING	INTERVAL	DATE COMPLETED
Program Orientation	REQUIRED TO PATROL At recruitment, ongoing	
Agency Policy & Procedures	REQUIRED TO PATROL 3 years	
First Aid	REQUIRED TO PATROL 2 years	
CPR	REQUIRED TO PATROL 2 years	
BBP/Hazmat	REQUIRED TO PATROL 2 years	
Defensive Driving	REQUIRED TO PATROL 3 years	
Radio	REQUIRED TO PATROL At recruitment, ongoing	
Check in/out procedures	REQUIRED TO PATROL At recruitment, ongoing	
Monitoring & Reporting Protocol	REQUIRED TO PATROL At recruitment, ongoing	
Visitor Contact	REQUIRED TO PATROL At recruitment, ongoing	
MSF Dirt Bike Training	REQUIRED TO PATROL (if applicable) 2 years	
ASI ATV Training	REQUIRED TO PATROL (if applicable) 2 years	

This page is intentionally left blank.

SECTION FIVE:

ADMINISTRATION



CONTENTS:

- Agency Participants

Agency Participants: Their Roles and Responsibilities

The Arizona Off-Highway Vehicle Program – Arizona State Parks Board (ASPB) and Arizona Game and Fish Department (AGFD)

The Arizona Off-Highway Vehicle Program was created in 1991 when the Arizona Legislature enacted Arizona Revised Statutes §28-1171 thru 1176. The legislation created an OHV Recreation Fund to be used to meet the needs of OHV recreation and required a state Off-Highway Vehicle Recreation Plan (A.R.S. §41-511.04). The Fund receives 0.55% of the state motor vehicle fuel tax revenue. The Arizona Game and Fish Department uses 35% of the yearly accumulation for information, education, and law enforcement activities. The Arizona State Land Department uses 5% of the funds to allow occupants of OHVs with a user indicia (from the MVD) to cross State Trust land on existing routes; for mitigation, and compliance activities. The remaining 60% is administered by the Arizona State Parks Board to meet the needs of land managers and recreational OHV users as defined in the Plan.

The intent of the OHV Program is to guide outdoor recreationists and land managers in making responsible choices to enhance OHV recreation opportunities in Arizona. The basic tenets center around close interagency coordination that includes active user group participation, sharing available resources, and providing enjoyable recreation opportunities while managing motorized vehicle impacts.

The mission of the Arizona State Parks OHV Program is to develop and enhance statewide off-highway vehicle recreational opportunities, and develop educational programs that promote resource protection, social responsibility, and interagency cooperation. The AGFD OHV Program purpose is to promote safe, responsible, and ethical off-highway vehicle use while emphasizing protection of environmental resources. The AGFD has OHV enforcement authority across multiple jurisdictions in Arizona.

The Recreational Trails Program

The Arizona State Parks Board also administers funds from the federal government through the Recreational Trails Program (RTP). The portion of this RTP fund allocated for motorized recreation is approximately \$500,000 annually and is awarded through a competitive grant process to eligible applicants.

The Arizona State Parks Board (ASPB)

The ASPB is comprised of seven members appointed by the Governor and serves to guide Arizona State Parks staff in accomplishing the agency's mission.

2008 Membership

William C. Scalzo	Phoenix	Arlan Colton	Tucson
William C. Cordasco	Flagstaff	Reese Woodling	Tucson
Tracey Westerhausen	Phoenix	Larry Landry	Phoenix
Mark Winkleman	State Land Commissioner		

The Off Highway Vehicle Advisory Group (OHVAG)

The Arizona State Parks Board has established two public advisory groups to provide input to the Parks Board regarding motorized and nonmotorized trail needs and fund expenditures. The Off-Highway Vehicle Advisory Group (OHVAG) and the Arizona State Committee on Trails (ASCOT) perform these functions by conducting several public meetings throughout the year. The two advisory groups also meet together annually to review achievements and recommend future funding allocations for the federal RTP monies. Interested citizens can apply annually for open positions on these committees.

2008 OHVAG Membership

Richard Hank Rogers	Apache County	Chair
Harold "Drew" John	Graham County	Vice Chair
Rebecca Antle	Pima County	
James R. Schreiner	Coconino County	
Pete Pfeifer	Pima County	
Bob Biegel	Maricopa County	
John Savino	Navajo County	

The Bureau of Land Management (BLM)

The BLM is an agency of the US Department of the Interior. There are currently 4 districts, 8 field offices, 5 National Monuments, and 3 National Conservation Areas which cover over 12 million surface acres and approximately 25,000 miles of roads, primitive roads and trails on BLM managed land in Arizona. The Field Offices are overseen by the State Director at the BLM Arizona State Office in Phoenix. It is the mission of the BLM to sustain the health, diversity and productivity of the public lands for the use and enjoyment of present and future generations.

The United States Forest Service (USFS)

The USFS is an agency of the US Department of Agriculture. In Arizona, the USFS is represented by 6 National Forests and 27 Ranger Districts covering over 10 million surface acres and over 30,000 miles of routes in Arizona. National Forests in Arizona include the Apache-Sitgreaves, Coconino, Coronado, Kaibab, Prescott and Tonto National Forests. Each forest is accountable to the USFS Region 3 located in Albuquerque, New Mexico. The USFS is responsible for multiple land use management (mining, recreation, logging, etc) and acknowledges motorized recreation as an appropriate recreation under proper management.

The Arizona State Land Department (ASLD)

The ASLD is responsible for the management of 9.5 million acres of State Trust land, which accounts for approximately 13% of land ownership in Arizona. State Trust lands are not public lands, but are instead a trust created to earn funds for trust beneficiaries. The ASLD's primary function is to produce the highest revenue yield for its beneficiaries that are mainly the state's public school systems. Recreational permits are available to the motorized recreationist to cross State Trust lands on open, existing routes in Arizona.

Arizona Game and Fish Department (AGFD)

In addition to the AGFD Department's Phoenix headquarters there are six regional offices serving the citizens of Arizona: Tucson, Pinetop, Flagstaff, Kingman, Mesa and Yuma. The Regional offices are involved in a multitude of activities including providing information to the public, providing hunting and fishing recreation opportunities, interface with the local community, and implementation of management programs. Along with administering hunting and fishing opportunities, habitat evaluation and mitigation, wildlife research, non-game species management, and watercraft registration, enhancement and enforcement, the Department is required by statute to identify habitat damage by off-highway vehicles, provide information and education about OHVs, and enforce OHV laws. The Arizona Game and Fish Department's mission is to conserve, enhance and restore Arizona's diverse wildlife resources and to provide wildlife resources, safe watercraft and off-highway vehicle (OHV) recreation for the enjoyment, appreciation, and use by present and future generations. The Department encourages OHV users to protect wildlife habitat by following OHV related rules and regulations. Responsible and courteous use of OHVs will help ensure their use by present and future generations.

Maricopa County Sheriff's Office (MCSO)

The MCSO, headed by Sheriff Joe Arpaio, is a fully integrated law enforcement agency committed to being the leader in establishing the standards for providing quality law enforcement, detention, and support services to the citizens of Maricopa County. The MCSO has OHV enforcement authority across multiple jurisdictions such as the BLM, USFS, and ASLD in Maricopa County, Arizona.

APPENDIX A:

FORMS



CONTENTS:

Event Objective Form
Trail Monitoring Form
Event Report
Ambassador Application
Volunteer Agreements

The **Event Objective Form** is completed by agency personnel for each Ambassador event. The information provided on this Form is discussed at the initiation of each event/project.

OBJECTIVES
LOCATION OF EVENT/ACTIVITY (describe name of site and directions so that OHV Ambassador can provide read this to a dispatcher in case of a medical emergency):
OPERATIONAL PERIOD (DATE/TIME):
GENERAL OBJECTIVES FOR THE EVENT (include education message to public if applicable and any alternatives):
WEATHER FORECAST FOR OPERATIONAL PERIOD
GENERAL SAFETY MESSAGE -Drink plenty of water (at least 1 pint/hr working) -Wear sun protection -Ride responsibly with proper safety gear and in accordance with the OHV Ambassador Code of Conduct -Snakes, scorpions, other desert wildlife (look before stepping and picking up trash) -Sharp objects (glass) and heavy items; wear gloves provided and ask for help for heavy items

MEDICAL PLAN

MEDICAL EMERGENCY PROCEDURES

For life threatening or serious injuries, contact 911 using cellular phone or _____

For non-life threatening injuries, transport to nearest hospital listed above.

EVENT MEDICAL AID

AMBULANCE SERVICES

HOSPITALS (hospital name, address, phone)

NON-MEDICAL EMERGENCY

NON-MEDICAL MEERGENCY PROCEDURES AND CONTACT (**INCLUDE EMERGENCY CONTACT** such as dispatch, county sheriff, etc):

COMMUNICATIONS

CHECK IN (LOCATION/TIME)

CHECK OUT (LOCATION/TIME)

SPECIAL INSTRUCTIONS

ASSIGNMENT LIST

TEAM / TASK / DESIGNATOR

SPECIAL INSTRUCTIONS

AFTER ACTION REVIEW	
CHECKOUT OF ALL PARTICIPANTS / EQUIPMENT	
PROJECTS / WORK COMPLETED / ASSESS FUTURE NEEDS	
ISSUES / INCIDENTS / SUGGESTIONS	
CONDUCTED BY	FORWARDED TO
8. ATTACHMENTS (✓ IF ATTACHED) * Attach additional notes / planning documents if necessary <input type="checkbox"/> EVENT MAP <input type="checkbox"/> _ <input type="checkbox"/> _	

ROSTER		
	PARTICIPANT NAME and TIME SIGNED IN	SIGNATURE and TIME SIGNED OUT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		

OHV Ambassador Handbook

The **OHV Ambassador Trial Monitoring Log** is used on Ambassador patrols to document specific items that are specified by the land agency representative. You will not document every item each time you patrol. Hand in your forms prior to signing out.

OHV AMBASSADOR TRAIL MONITORING LOG

Ambassador: _____ **Date:** _____

LEO/Agency Staff: _____ **Start Time:** _____

Regional Area: _____ **End Time:** _____

Staging Area: _____ **Vehicle Type:** _____

Approx # of People Staged to ride _____

Approx. # of Miles You Traveled On-Site _____

<i>Items</i>	<i># of cases</i>	<i>GPS or Map Location; Photo # and Direction</i>
Informational/people contacts		Average Contact Rating negative, neutral, positive
Trash site; suspicious material		
Abandoned vehicles		
Cut/down fence		
Damaged/down sign		
Trail hazards (e.g., fallen tree, rock slide, severe erosion)		(Vehicle ID)
Abandoned mine shafts/adits		
Unsafe shootings		
Unattended fires		
Riders <18 without helmets		
Riders <18 with helmets		
Riders w/ proper plated vehicle		
Riders w/out proper plated vehicle		

(include comments on reverse side)

Remarks/other incidents

(e.g., fresh cut trails/hill climbs, abuse/chasing of wildlife or livestock, spark arrestor use, double riders on single rider vehicle, people voluntarily picking up trash, proper trail etiquette, riders staying on trails, accomplishments, projects completed (signs installed))

[illegible]

This Event Report is for the compilation of OHV Ambassador Trail Logs and other activities to be completed after each event

2008 OHVA Event Rpt.xls						
A	B	C	D	E	F	G
OHV AMBASSADOR EVENT REPORT						
DIRECTIONS: Land agency personnel or designated volunteer to compile all OHV Ambassador Trail Monitoring Logs and insert compiled data on this form. Include special projects work completed. One form per OHV Ambassador event. Submit this form to the regional coordinator. Printing this form: Scale to fit to 1 page wide by 2 pages tall.						
YOUR NAME:		DATE:		AMBASSADOR VEHICLE TYPES ON-SITE:		
REGIONAL AREA:		START TIME:		NUMBER OF VOLUTEERS THAT PARTICIPATED:		
STAGING AREA:		END TIME:		TOTAL HOURS ON SITE:		
ROUTE/TRAIL #(s):						
TYPE OF EVENT (Meet & Greet, Trail Monitoring, Project):						
LEO / AGENCY STAFF ON-SITE:						
NAMES OF VOLUNTEERS THAT PARTICIPATED:						
SUMMARY OF WORK ACCOMPLISHED AND NEXT ACTIONS:						
AGENCY COST (STAFF, MATERIALS, ETC) TO COMPLETE PROJECT:						
OHV RECREATION FUND COST (MONIES PROVIDED TO AGENCY FROM THE STATE) TO COMPLETE PROJECT:						
WORK ACCOMPLISHED		NUMBER	GPS LOCATION	MAP LOCATION	PHOTO (file #, direction, location)	OTHER COMMENTS
TRAIL MONITORING						
1	Number of Miles Traveled					
2	Informational/people contacts					
3	Trash site; suspicious material					
4	Abandoned vehicles					

OHV Ambassador Handbook

2008 OHVA Event Rpt.xls							
A	B	C	D	E	F	G	H
4	Abandoned vehicles						
5	Cut/down fence						
6	Damaged/down sign						
7	Trail hazards (e.g., fallen tree, rock slide, severe erosion)						
8	Abandoned mine shafts/adits						
9	Unsafe shootings						
10	Unattended fires						
12	Riders <18 without helmets						
13	Riders <18 with helmets						
14	Riders w/ proper plated vehicle						
15	Riders w/out proper plated vehicle						
16	Fresh cut trails/hill climbs						
17	Abuse/chasing of wildlife or livestock						
18	Proper Spark Arrestor Use						
19	People voluntarily picking up trash						
20	Double riders on single rider vehicle						
21	Proper trail etiquette						
SPECIAL PROJECTS							
30	SIGNS INSTALLED / REPAIRED						
31	STAGING AREAS BUILT / REPAIRED						
32	RESOURCE AREAS MONITORED						
33	RESOURCE AREAS REHABBED						
34	TRAIL MILES CONDITION ASSESSED						
35	TRAIL MILES REHABBED						
36	BARRIERS BUILT						
37	KIOSKS CONSTRUCTED / REPAIRED						
OTHER:							

OHV Ambassador Handbook

OHV AMBASSADOR APPLICATION - 2008

PROGRAM OVERVIEW

The Arizona OHV Ambassador program is a volunteer program that provides a means for private citizens to work with a variety of federal, state, and local land managers and public safety officials in Arizona to promote responsible off-highway vehicle (OHV) recreation on public, state, and private lands. These volunteers contribute their time, experience, and local knowledge of OHV areas in Arizona by monitoring public lands in groups of two or more on motorcycles, all-terrain vehicles (ATVs), utility vehicles (UTVs), or 4x4 vehicles. Through these monitoring efforts volunteers provide a positive image of their recreation activity, identify and record road, trail, and other resource issues, report misuse of lands, and participate in special projects to enhance OHV areas in Arizona. OHV Ambassadors receive extensive training from professional training representatives and serve as a point of contact for other OHV users to obtain helpful and informative information about the trails they ride.

AMBASSADOR QUALIFICATIONS

OHV Ambassadors Must:

- Be at least 18 years old.
- Possess a valid driver's license.
- Be able to operate an OHV responsibly and safely.
- Be an experienced rider who is able to navigate roads and trails of varying difficulty level and length.
- Own a maintained, "street legal" (highway legal/ licensed) vehicle suitable for OHV roads and trails.
- Complete and keep current all required Ambassador training.
- Be able to walk over uneven terrain.
- Be able to lift at least 30 pounds.
- Wear personal protective equipment as required by the Land Management Agencies. Including full faced helmets on all ATV's, Motorcycles and UTV's.
- Agree **NOT to carry** any sort of Firearm during an Ambassador event.

BASIC OHV AMBASSADOR ROLES AND RESPONSIBILITIES

- Promote responsible recreation use in Arizona by modeling appropriate OHV safety and behavior.
- Assist land management agencies in monitoring the areas, roads, trails, and facilities used by the public.
- Provide a recognizable presence on motorized routes and at OHV facilities used by the public.
- Protect the privilege of enjoying motorized recreation opportunities on public lands by promoting a positive image of OHV recreation on public lands.
- Promote land stewardship by participating in site improvements and small projects. Projects may include installing Kiosks, trail maintenance/restoration/rehab, trash clean up's, etc.
- Distribute and communicate information about responsible OHV use and agency policies to casual OHV users at high-profile public outreach events and on monitoring patrols.

PATROL AREAS

OHV Ambassadors will be given the opportunity to select from four areas for the pilot phase of the program.

- Lake Pleasant Area - includes the Bradshaw Foothills area and Table Mesa road, west of the I-17 freeway.
- North Scottsdale Area - includes Granite Mountain Multi-Use Area and southwestern portions of the Tonto National Forest (Cave Creek District).
- Florence Junction Area - includes Desert Wells Multi-Use Area and the BLM portion of the Middle Gila Canyons area.
- Other Areas as Assigned- depending on Land Management Agencies requests and projects.

EXPERIENCE

Anyone who is an avid OHV user or simply an interested member of the public, and who is able to provide their own transportation, can volunteer as an OHV Ambassador, provided they are willing to abide by the OHV Ambassador Code of Conduct. OHV Ambassador volunteers will be recruited and selected without regard to race, creed, religion, age, sex, color, national origin or disability.

OHV Ambassador Handbook

OFF-HIGHWAY VEHICLE AMBASSADOR APPLICATION:

Name: _____ DOB: _____

Driver's License # _____ State of Issue _____ Expiration Date: _____

Address _____

City _____ State _____ Zip _____

Home Phone: _____ Cell Phone: _____

Occupation _____ E-mail: _____

What type of OHV do you own? (check all that apply): ☐ 4x4 ☐ ATV ☐ Motorcycle ☐ UTV

Other (please specify): _____

Is your OHV "street legal" (highway legal/ licensed)? ☐ Y ☐ N

If no, are you willing to make it street legal? ☐ Y ☐ N

Are you a member of an OHV Club? ☐ Y ☐ N (list club(s) below):

TRAINING

Please check the appropriate boxes below, indicating what current training you have.

First Aid Certification: ☐ Y ☐ N

CPR: ☐ Y ☐ N

ASI ATV Certification: ☐ Y ☐ N (ATV Ambassadors Only)

MSF Dirt Bike Certification: ☐ Y ☐ N (Motorcycle Ambassadors Only)

EXPERIENCE

Please answer the following questions. Attach additional pages if necessary.

Reason(s) for interest in the OHV Ambassador Program:

Describe your trail experience (e.g., types of uses, skill level, years experience, etc).

Explain why you feel it is necessary to inform and educate OHV users.

OHV Ambassador Handbook

Describe your experience in working with the public and/or making public contacts (can be from non-OHV experiences such as work or school).

Can you perform the basic OHV Ambassador functions as listed in the position description?

☐ Y ☐ N (please describe any limitations below).

AVAILABILITY

How many days during the three seasons listed below are you available to patrol?

September – December	January – April	May – August
<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6	<input type="checkbox"/> 0 <input type="checkbox"/> 1-3 <input type="checkbox"/> 3-6 <input type="checkbox"/> more than 6

What days of the week are you available?

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

What is your preferred patrol area? (check all that apply).

- ☐ Lake Pleasant Area
☐ Cave Creek Area
☐ Florence Junction Area
☐ Other Areas as Assigned

Are you a year round Arizona resident? ☐ Y ☐ N (list unavailable months/dates:)

CERTIFICATION AND SIGNATURE

I certify that all statements contained herein are true and complete whether made by me or by others at my request.
I authorize Arizona State Parks or a partnering agency to verify education and training information provided on this application.
I authorize the State of Arizona to check my driving record and proof of insurance.
I understand that this application is subject to a criminal violation and record check.
I release the State of Arizona and all providers of information from any liability as a result of furnishing and receiving any information related to the State Parks OHV Ambassador Program selection process.
I understand that as an Ambassador I will NOT carry a FIREARM at any OHV Ambassador events.
I will wear appropriate safety gear as required by the Land Management Agencies.

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application, attached materials, or made in the course of any related process, can result in rejection of my application, denial of volunteer service, or dismissal from volunteer service if discovered after volunteer service begins.

Applicant Signature: _____ Date: _____

RETURN TO ARIZONA STATE PARKS:

Arizona State Parks
Attn: Amy Racki, OHV Planner
1300 W Washington St
Phoenix, AZ 85007
T 602.542.7126 | F 602.542.4180

ohv@azstateparks.gov

OFFICE USE ONLY

Received _____

Contacted _____

Action Taken _____

OHV Ambassadors complete volunteer agreements with the land agencies involved in the OHV Ambassador Program. These must be renewed annually.

AGREEMENT TO PERFORM VOLUNTARY SERVICES

OHV AMBASSADOR PROGRAM

Volunteer Name: _____
Address: _____
Address: _____
Telephone: _____
Cell Phone: _____
E-mail: _____

DESCRIPTION OF WORK TO BE PERFORMED:

- ____ Public outreach events (Staging Area Meet and Greets)
____ Educational/informational patrols
____ Special projects (e.g., hanging signs, fence repair, kiosk installation, etc.)

_____ may perform specified volunteer duties starting _____ upon the following conditions:

1. Arizona State Parks will provide the Volunteer with pertinent Arizona State Parks OHV Ambassador Program information and policies. The volunteer agrees to abide by all such policies.
2. The Volunteer understands that he or she is working at all times on a voluntary basis without compensation and not as a State employee.
3. The Volunteer understands that he or she will be working directly under the supervision of an assigned state, federal, or county law enforcement officer and/or staff member and will report to the assigned volunteer coordinator the number of volunteer hours provided.
4. The Volunteer understands that he or she is NOT covered by the State's workers' compensation plan and has received and read the Volunteer Insurance Information Form (Please initial _____).
5. This agreement can be cancelled at any time by either the Volunteer or Arizona State Parks.
6. Driver's License Number and State (if applicable) _____
7. Proof of insurance for recreational vehicles/personal vehicles (if applicable):
Insurance carrier: _____ Coverage date: _____ Policy Number: _____

I hereby acknowledge that I am volunteering my services for the Arizona OHV Ambassador Program without pay and in order to enhance and preserve motorized recreation opportunities in Arizona.

Volunteer Signature _____ Date _____

Signature of Parks Representative _____ Date _____

SEPARATION INFORMATION

The above agreement was terminated on: _____ Signature of Parks Representative: _____
Reason for termination: _____

STATE OF ARIZONA

VOLUNTEER INSURANCE INFORMATION

Volunteers are persons doing State of Arizona work/activities under the direction and control of a State authorized official and are not being paid. Volunteers should be informed about the following areas of protection:

LIABILITY COVERAGE:

Registered volunteers are covered for liability subject to A.R.S. 41-621.

ACCIDENTAL MEDICAL COVERAGE:

Volunteers are NOT covered by the State's workers' compensation plan if injured while participating in the Arizona OHV Ambassador Program. Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program.

Arizona State Parks provides a limited secondary coverage insurance policy (the volunteer's personal policy is their primary coverage) for volunteers involved in an accident requiring medical treatment. The insurance coverage applies only while the volunteer is acting *within the course and scope of their State authorized activities* and while participating in approved volunteer-related activities. The insurance coverage is only active when a signed Volunteer Agreement Form is on file and is voided upon termination of the agreement. **This coverage has several exclusions such as on-going medical conditions and hernias.** A claim must be filed within 90 days of the accident in order to qualify for coverage. A completed incident report must be on file for a valid claim. Volunteers should review the policy (on file with the State Volunteer Resources Coordinator) and/or check with the insurance carrier before seeking additional medical help beyond initial emergency treatment.

PERSONAL PROPERTY COVERAGE:

Volunteers' personal property is **NOT** covered by State Risk Management, nor any additional coverage. If volunteers choose to use their personal property (including vehicles and digital equipment) they must be aware that any repairs or replacements are their own responsibility.

JANET NAPOLITANO
Governor



WILLIAM BELL
Director

VOLUNTEER REGISTRATION FORM

This portion of the form to be filled out by the Volunteer: (Please print)

VOLUNTEER'S NAME: _____

CELL #()

MAILING ADDRESS: _____

HOME #()

LIABILITY COVERAGE: Volunteers are persons doing State of Arizona work/activities under the direction and control of a State authorized official and are not being paid.

Liability coverage is extended to volunteers acting at the direction of a State official and within the course and scope of their State authorized activities. Volunteers of the State are provided the same liability protection afforded employees. Thus, volunteers acting within the course and scope of their State authorized activities may be covered for their liability exposure as authorized volunteers of the State.

WORKERS' COMPENSATION IS NOT COVERED: Volunteers are NOT covered by the State's workers' compensation plan if injured while participating in this program (except for volunteers covered pursuant to A.R.S. 23-901). Volunteers are strongly encouraged to obtain their own medical insurance before participating in this program. When there is no other insurance in place Risk Management has a purchased volunteer accident medical and AD&D program. Claim forms can be obtain from the Risk Management web site at "www.azrisk.state.az.us".

Do you have health insurance? Yes ___ No ___ If yes, please provide the following information:

Name of Medical Insurance Carrier: _____ Policy # _____

I have carefully read the above information and understand its contents. The above information provided by me is accurate.

VOLUNTEER'S SIGNATURE

DATE

This portion of the form is to be filled out by the Supervisor: (Please print)

SUPERVISOR'S NAME	TITLE	TELEPHONE #
DEPARTMENT	DUTIES OF VOLUNTEER	BEGIN / END DATE

VEHICLE INFORMATION

YES NO

Will the volunteer be driving a State owned or rented vehicle or an 8- to 15-passenger van?		
Does the volunteer have a valid driver's license?		
Have you checked the volunteers Motor Vehicle Record?		
If yes, has the volunteer successfully completed the mandatory 15 passenger van training course and been certified?		
Expiration Date of Certification Card:		
Does the volunteer have previous experience driving a 15-passenger van?		
IF YES, DESCRIBE:		

SUPERVISOR'S SIGNATURE

DATE

DISTRIBUTION LIST: (1) Agency Personal Department, (2) Supervisor, (3) Volunteer

OHV Ambassador Handbook

USDA Forest Service

AGREEMENT FOR INDIVIDUAL VOLUNTARY SERVICES

(Act of May 18, 1972, P.L.92-300, as amended)

1. Name (Print Last, First, Middle Initial)

2. Address (Street, City, State, ZIP Code)

3. Description of work to be performed:

4. All of the above described work will be noncompensable. Except as otherwise provided, I understand this service will not confer on me the status of a federal employee.

5. I understand that either the Forest Service or I may cancel this agreement at any time by notifying the other party. I hereby volunteer my services as described above to assist the Forest Service in its authorized work.

6. Signature (Volunteer)

7. Date

8. Signature of Parent or Guardian, if under 18 years of age

9. Date

ACCEPTANCE FOR THE FOREST SERVICE

The Forest Service agrees while this agreement is in effect to:

1. Reimburse you for necessary incidental expenses, to the extent funds are available, as follows:

Yes No

a. Subsistence ☐ ☐ Amount if yes: _____ Remarks: _____

b. Transportation Allowance ☐ ☐ Rate if yes: _____ Remarks: _____

c. Provide Lodging ☐ ☐ Remarks: _____

d. Other _____ ☐ ☐ Remarks: _____

2. Consider you as a federal employee for the purpose of tort claims and compensation for work injuries.

3. Authorize you to operate federal motor vehicles when necessary, provided you are licensed to operate a motor vehicle.

4. Signature

5. Title

6. Unit

7. Date

OHV Ambassador Handbook

TERMINATION OF AGREEMENT

1. Agreement Terminated on *(Month, Day, Year)*

2. Signature *(Unit Manager/Staff Officer)*

3. Remarks:

ACCOMPLISHMENTS *(Optional)*

RESOURCE CATEGORY (a)	NIRP CODE (b)	UNIT OF MEASURE (c)	AMOUNT ACCOMP. (d)	HOURS CONTR. (e)	COST TO GOVT. (f)	APPRAISED VALUE (Dollars) (g)

OHV Ambassador Handbook

Form 1114-4
(January 2001)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

1. Agreement Number

INDIVIDUAL VOLUNTEER SERVICES AGREEMENT

2a. Name of Volunteer (<i>print or type</i>)	2b. Social Security Number	2c. Telephone (<i>include area code</i>)
2d. Address (<i>include zip code</i>)		2e. Date of Birth
3a. Person to Notify in an Emergency		3b. Relationship to Volunteer
3c. Address (<i>include zip code</i>)		3d. Telephone (<i>include area code</i>) Home - Work -

4. *Project or Job Description (Brief summary of work to be accomplished. If need be, use item 7 on reverse side or attachment to more fully describe the work and Volunteer's duties):*

BLM Project Supervisor _____ Title Position _____ Phone _____

5. **Agreement by Volunteer:** I offer and agree to volunteer my services without compensation in wages to accomplish the work described above to assist the Bureau of Land Management (BLM), in accord with the following understandings.

- I will contribute my services from _____ (date) to _____ (date), and intend to contribute _____ hours per _____ (time period).
- Although this volunteer service will not confer on me the status of a Federal employee, while acting within the scope of this Agreement I will be deemed to be as if I were a Federal employee for the purposes of the:
 - Federal Tort Claims Act, which protects a Federal employee from liability for injury or damage to others while the employee is acting within the scope of his or her duties, and
 - Federal Employees Compensation Act, which authorizes compensation for work-related injury.
 - Claims relating to damage to, or loss of, personal property incident to volunteer service in which case the provisions of 31 U.S.C. 3721 shall apply.
 - The protections afforded employees in situations involving assault, resisting, or impeding pursuant to 43 U.S.C. 1737 and 18 U.S.C. 111, and 1114 while engaged in the performance of his/her official duties.
- I am at least 18 years old (*or if I am less than 18, my parent or guardian consents to this Agreement by signature below*).
- I understand the health and physical-condition requirements for doing the work described in item 4 above, and the project location including altitude, and certify that the statement I have checked below is true:
☐ I know of no medical condition or physical limitation that may adversely affect my ability to do this work.
☐ I do know of a medical condition or physical limitation that may adversely affect my ability to do this work, and I have explained this to _____ (name of BLM official).
- It is understood that all publications, films, slides, videos, artistic or similar endeavors, resulting from my volunteer services, as specifically contracted for and attached as an addendum hereto, will become the property of the United States, and as such, will be in the public domain and not subject to copyright laws.

(Continued on reverse)

* U.S. Government Printing Office: 2001-573-001/46001

OHV Ambassador Handbook

-
- f. This volunteer is authorized to wear the BLM uniform while performing official BLM volunteer services. The uniform shall be worn in accordance with Manual Section 1103 available from the local BLM Volunteer Coordinator.
 - g. As a Volunteer, I may be required to undergo a background check, provide requested information, and authorize disclosure of information pertaining to myself for this purpose.
 - h. Either I or BLM may terminate this Agreement at any time by notifying the other party in writing.

Signature of Volunteer _____ Date _____

Signature of parent or guardian (if Volunteer is under 18) _____ Date _____

Name (print or type) _____ Relationship to Volunteer _____

6. **Agreement by BLM:** The BLM accepts this offer and agrees, while this Agreement is in effect, to:
- a. Deem this Volunteer to be as a Federal employee for purposes of tort-claims protection and compensation for work-related injury.
 - b. Provide or provide for such materials and supplies, equipment, support services, facilities and supervision as are needed to accomplish this project, except as specified in an attachment, marked _____. Any special provisions, such as concerning expenses, are set forth in an attachment, marked _____.
 - c. Process any claims by the Volunteer for the loss or damage to personal property incident to volunteer service, pursuant to 31 U.S.C. 3721.

Signature of BLM Official _____ Name (print or type) _____

Title/Position _____ Office Location _____ Date _____

7. Elaboration of Volunteer's duties or modifications or amendments to this agreement.

-
8. **Completion or Termination:** This agreement was completed/terminated (cross out one) on _____ (date).
Remarks:

Signature of BLM Official _____ Signature of Volunteer _____

Authority: Section 307, Federal Land Policy and Management Act of 1976 (43 U.S.C. 1737), as amended by P.L. 98-540 of 1984 (98 Stat. 2718).

APPENDIX B:

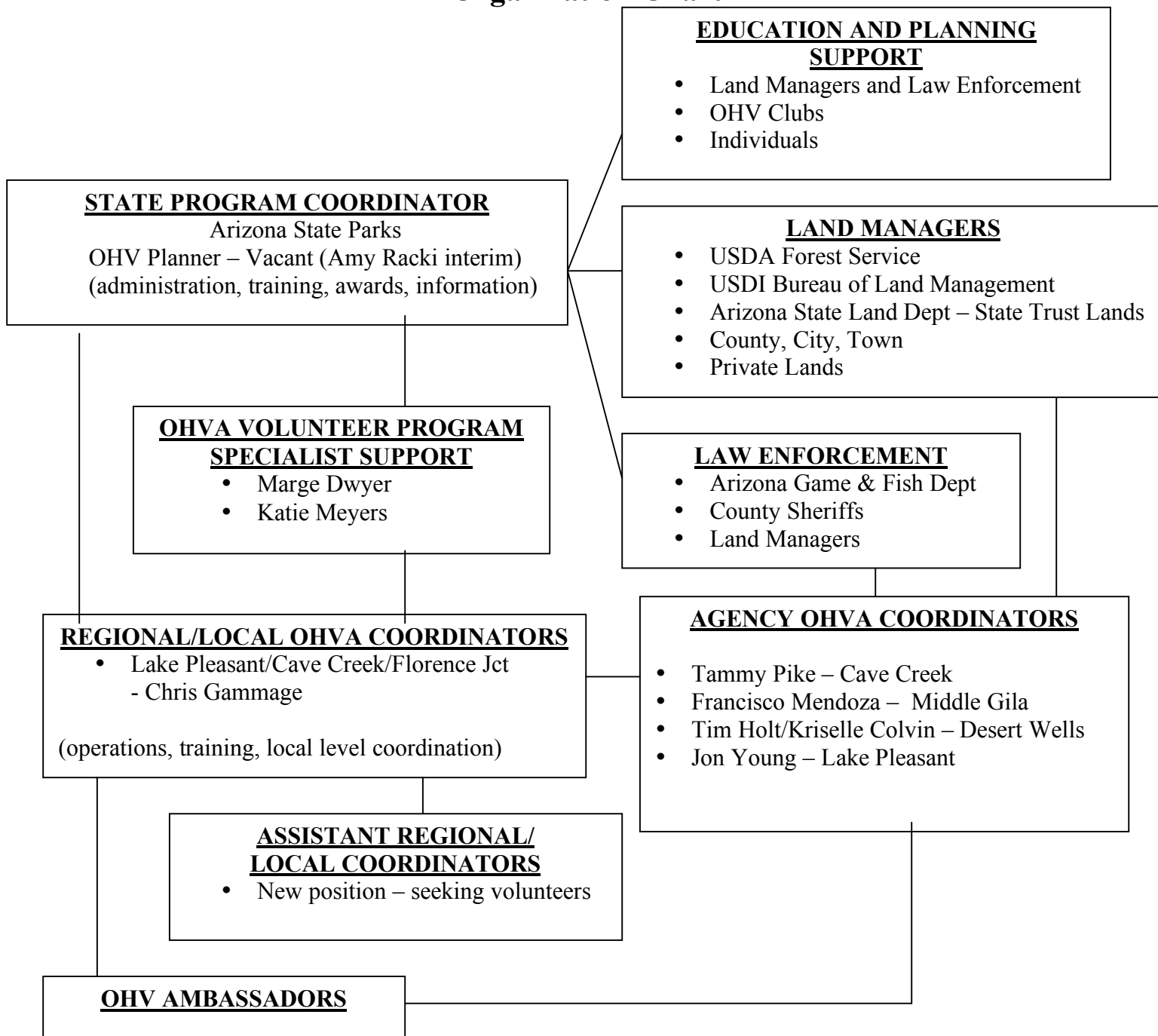
AMBASSADOR MATERIALS



CONTENTS

Organization Chart
Draft Agency Agreement
Contact Information
Ambassador Pilot OHV Sites
Business Cards
Ambassador Program Flyer
Good Samaritan Law
Talking Points/ Ice Breakers
Rider Gear Discount
Dealer Program

Arizona OHV Ambassador Program Organization Chart



¹Draft OHVA Agency Agreement Sections for IGA with Arizona State Parks Board

Responsibilities:

The parties agree that the duties and responsibilities under this Agreement are as follows:

ARIZONA STATE PARKS SHALL:

1. Provide coordination and management of the Off Highway Vehicle Ambassador (OHVA) Program.
2. Design, implement and evaluate the OHVA Program.
3. Select and train volunteers for the Program.
4. Formulate a set of procedures for the training and administration of the volunteers and participating agencies.
5. Coordinate Partners' participation in the planning and implementation of the OHVA Program.
6. Coordinate with partner Project Managers and law enforcement officers on safety issues, Agency requirements, and all other project matters.
7. Create and oversee the conduct of the OHVA program.
8. Oversee public information on a statewide level.
9. Manage the dispersal of funds for the OHVA Program.
10. Prepare an annual report on the activities, accomplishments, and partner contributions of the OHV Ambassador Program for submission to the member parties and the public.

FOREST SERVICE, AZ BLM, AZGFD, ASLD SHALL:

1. Identify and supervise an agency coordinator, known as the Local Level OHVA Coordinator, for volunteer OHVA activities on lands under their jurisdiction. The OHVA Coordinator is responsible for nominating sites to be included in the OHVA Program, scheduling and reporting OHVA activities, and providing support to the local region.
2. Identify priority projects and priority OHV sites that will allow OHV Ambassador volunteers to:
 - a. Provide a recognizable presence, and a positive and informative role model for fellow OHV users.
 - b. Promote responsible off-highway vehicle recreation on the agencies designated site and,
 - c. Assist in monitoring, maintaining and improving the designated site.

¹ This draft IGA language is not yet reviewed by ASP Attorney General Representative

3. Provide agency management of OHVA for the designated sites who will:
 - a. Attend an OHVA training and/or OHVA Agency training,
 - b. Provide the ASP OHVA coordinator with a completed OHVA New Site Location Request – if applicable.
 - c. Ensure that the OHVA have the necessary equipment and training to complete the Event Request duties and will comply with all applicable NEPA, Federal and State laws, regulations and Executive Orders.
 - d. Ensure that the risk management, volunteer and safety standards required by the Agency are fully met for the OHVA event.
 - e. Ensure that the OHVA responsibilities as outlined in the OHVA handbook and training materials are followed.
 - f. Ensure that required OHVA forms are completed and sent to the ASP OHVA coordinator for each event. The required forms are:
 - Agency Event Request (provide in a timely manner; preferably one to three months in advance)
 - Action Plan
 - After Action Plan
 - Roster
 - Monitoring Form
 - Event Summary/ Wrap-up
 - g. Provide periodic reports, evaluations and feedback as requested by the ASP OHVA coordinator.
 - h. Assist in providing additional OHVA training and continuing education.
 - i. Notify the OHVA coordinator of any OHV areas in the OHVA program that will close or change.
4. Execute individual or group volunteer agreements with volunteer OHV Ambassadors on lands under its jurisdiction.
5. Identify law enforcement officers to be contacted and reporting procedures to be followed when OHV violations and resource damage is identified on its lands.

Both Parties Shall:

1. At least annually, evaluate the effectiveness of the OHVA Program, making recommendations, for program improvements. Additional meetings may be called by ASP or any of the participating OHV Coordinators as deemed necessary.
2. Work together to monitor the activities of the program.

¹ *This draft IGA language is not yet reviewed by ASP Attorney General Representative*

OHV Ambassador Handbook

Agency Contacts

Amy Racki	ASP – Main Office	OHV Coordinator	602/542-7126	aracki@azstateparks.gov
Vacant	ASP	State OHV Ambassador Program Coordinator	602/542-1665	
Joe Sacco	AZGFD – Main Office	Law Enforcement and Watercraft Programs Manager	623-236-7931	jsacco@azgfd.gov
Jim Harkin	AZGFD – Main Office	OHV Public Information Officer	623-236-7223	jharkin@azgfd.gov
Tim Holt	AZGFD – Desert Wells	Wildlife Manager Supervisor - Mesa	602-359-1502	tholt@azgfd.gov
Kriselle Colvin	AZGFD – Desert Wells	Wildlife Manager	480-969-1090	kcolvin@azgfd.gov
Bill Gibson	BLM – Main Office	Travel Management Coordinator	602-417-9425	bill_gibson@blm.gov
Francisco Mendoza	BLM - Tucson	Outdoor Recreation Planner	520/258-7726	Francisco_Mendoza@blm.gov
Jon Young	BLM - Phoenix	Law Enforcement Ranger	623/580-5504	jon_young@blm.gov
Marge Dwyer	BLM Contract	Volunteer Program Specialist	480-794-0316	Margaret_Dwyer@aol.com
Mary Skordinsky	BLM - Phoenix	Outdoor Recreation, Grants	623.580.5586	Mary_Skordinsky@blm.gov
Tom Bickauskas	BLM - Phoenix	Recreation/Travel Mgt/Education	623/580-5502	thomas_bickauskas@blm.gov
Cliff Myers	USFS/BLM - Statewide	Occupational Safety Manager	602-225-5209	Clifford_Myers@blm.gov
Claire Miller	City of Scottsdale	Preserve Manager	480-312-2504	clmiller@scottsdaleAZ.gov
Brad Licking	MCSO	Mountain Patrol, Sgt.	602-876-2411	B_Licking@MCSO.maricopa.gov
Ben Cook	PCSO	Search and Rescue Coordinator	520-866-5111	benjamin.cook@co.pinal.az.us
Preston Tucker	USFS – Cave Creek	Forest Protection Officer (FPO)	480-595-9961	ptucker@fs.fed.us
Chris Gammage	BLM, USFS/ASLD support	OHV Volunteer Coordinator	623-580-5512	christopher_gammage@blm.gov
Katie Meyers	BLM Contract	OHV Ambassador Program Support	602-487-9711	meyers_katie@hotmail.com
Robin Thies	USFS - Tonto	Law Enforcement Officer	480/610-3309	rthies@fs.fed.us
Tammy Pike	USFS – Cave Creek	Lands, Minerals, Recreation	480-595-3370	tpike@fs.fed.us

Ambassador Contact List

<u>Name</u>	<u>Phone Number</u>	<u>Email</u>
Chris Arena	602/758-7160	carena1971@yahoo.com
Ben Barnes	280/870-8950	bbarnes72@hotmail.com
Bob Biegel	480/836-1956	bob-biegel@cox.net
Paul Blomberg	602/788-5454	paul.blomberg@cox.net
Robert Burkhalter	928/632-5465	bettyfromwi1@commspeed.net
Richard Cain	602/569-3327	rcain6@cox.net
Fraustene Cannon	928/708-0899	fcannon@cableone.net
George Cannon	928/708-0900	fcannon@cableone.net
Mike Corder	602/439-1303	afmikec@cox.net
Ted Dangler	602/463-0431	ted.dangler@hotmail.com
Jeff Donalds	480/688-7101	jeffdonalds@canyonlandsinsurance.com
Tom Dwyer	480/980-5091	tadwyeraia@aol.com
Albert Eddins	480/575-2733	aseddins@msn.com
Doug Eggleston	602/989-2300	douglas.eggleston@azmoves.com
Mike Elinski	602/722-2497	melinski@cox.net
Doug Ewing	623/362-3155	restoule1@cs.com
Pete Fleuret	480/288-9784	p.fleuret@mchsi.com
Jeff Gursh	602/290-6449	Gursh1spud@aol.com
Bill Hertz	480/671-9395	jetdriver_phx@yahoo.com
Carrie Hertz	480/671-9395	carrie_sundance@yahoo.com
John Jorde	480/947-2798	jjkdx@yahoo.com
Bill Jung	623/742-6342	None
Dave Kengott	480/961-3884	dakengott@qwest.net
Kregg Lea	623/877-4203	klea3@cox.net
Larry Lindenberg	928/649-1332	lklinenberg@commspeed.net
Randall Lyons	520/904-7274	randy@arizona-atv-trails.com
Bonnie Lyra	928/775-3298	lyra500@cableone.net
Paul Lyra	928/775-3298	lyra500@cableone.net

OHV Ambassador Handbook

<u>Name</u>	<u>Phone</u>	<u>Email</u>
Larry McCraw	602/992-1055	lmccraw1@cox.net
Gary Mellott	623/561-1780	azblackbird@cox.net
Mike Merrill	480/984-0006	merrilm1@hotmail.com
Bill Miller	480/218-4494	bill_access@hotmail.com
Scott Moors	623/266-0910	smoors@gmail.com
Michael Orr	480/987-6217	mchlrr@yahoo.com
Travis Plains	480/332-7767	tlplains@gmail.com
Doug Seitz	602/995-0290	dwseitz@cox.net
Leslie Sherlin	480/219-3048	lesliesherlin@mac.com
Rebecca Sherlin	480/219-3048	rebeccasherlin@aol.com
Tom Stark	480/221-2720	tomstark22@gmail.com
Ken Waun	623/594-3334	kwwaun@cox.net
Dean Wende	602/978-9627	deanwende@cox.net
Harriet Wende	602/978-9627	harriet@alltempcontrol.com
David Willet	623/848-7195	dwillett@aerofire.com
John Williams	602/978-5108	john5109@qwest.net

KNOW BEFORE YOU GO!!! POLICE & SHERIFF NUMBERS

Apache Junction -

480-982-8260

Avondale -

623-478-3660

Chandler -

480-782-4100

El Mirage -

623-933-1341

Fountain Hills -

602-252-7840

Gilbert -

480-503-6500

Glendale -

623-930-3000

Goodyear -

623-932-1220

Mesa -

480-644-2211

Paradise Valley -

480-948-7410

Peoria -

623-773-8311

Phoenix -

602-262-6151

Scottsdale -

480-312-5000

Surprise -

623-222-4000

Tempe -

480-966-6211

AZ DPS - (HWY Patrol)

602-223-2000

Sheriffs Districts

Mesa -

602-876-1853

Avondale -

602-876-1011

Surprise -

602-876-1602

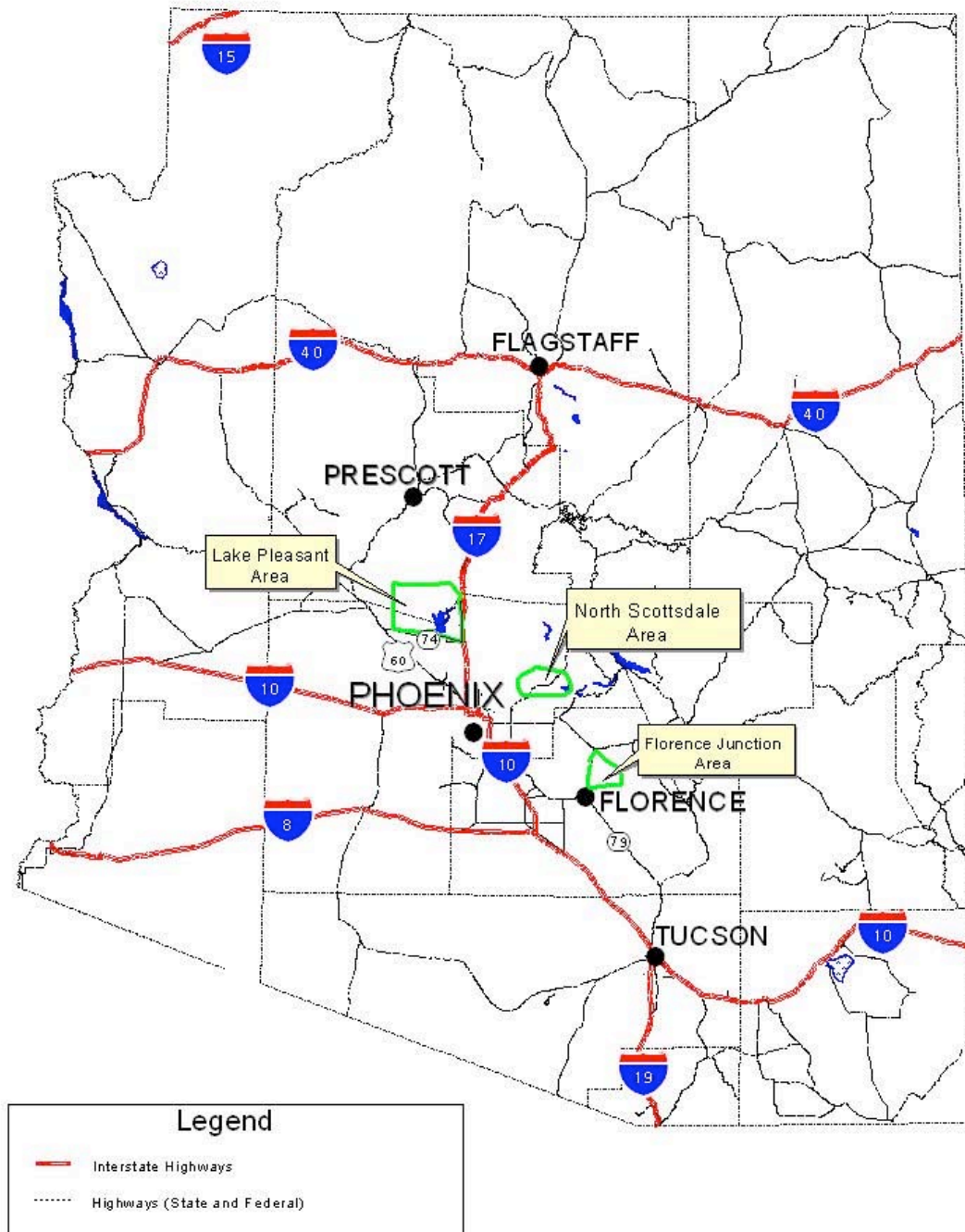
Carefree -

602-876-1742

Fountain Hills -

602-876-1869

OHV Ambassador Sites



Provide business cards to people that you encounter on trail patrols.



OFF-Highway
Vehicle
Recreation
Fund
Arizona
State Parks

You have been contacted by

an Arizona Off-Highway Vehicle Ambassador



We hope your recreation experience on Arizona's public and state lands has been positive and memorable. We trust that you're doing your part to minimize your impact on the land and, in turn, help protect your privilege to enjoy Arizona's outdoors.



**A PARTNERSHIP OF AGENCIES AND VOLUNTEERS DEDICATED TO ENHANCING
AND CONSERVING MOTORIZED RECREATION OPPORTUNITIES IN ARIZONA**

Remember..

**Nature Rules.
Stay on the trails.**

 **1-866-INFO-OHV** 
www . azstateparks . com

**For More information about the Arizona OHV
Ambassador Program please visit our website:**
www.azstateparks.gov/partnerships/ohv/ambassadorprogram.html
or call 602/542-4180.

Tell your friends about the Ambassador Program.

Arizona OHV Ambassador Program



Arizona's new OHV Ambassador Program is actively seeking individuals who wish to join the Program! So what exactly is an OHV Ambassador? OHV Ambassadors are trained volunteers that help enhance OHV riding opportunities by working cooperatively with Arizona land managers to:

- ☺ Monitor and maintain motorized areas, roads, trails and facilities
- ☺ Provide a recognizable presence on public and state lands
- ☺ Model appropriate riding behavior
- ☺ Provide educational and informative materials to the public

Come join other dedicated off-highway vehicle enthusiasts who are currently volunteering their efforts to help make a POSITIVE impact on their OHV riding areas, opportunities, and image!

APPLICATIONS DUE AUGUST 25, 2008. NEXT TRAINING OCTOBER 3-5, 2008.

Contact Arizona State Parks for More Information

Attn: OHV Ambassador Program

1300 W. Washington St. Phoenix, AZ 85007

www.azstateparks.com/ohv , www.ohvambassador.com 602-542-4174



**A PARTNERSHIP OF AGENCIES AND VOLUNTEERS DEDICATED TO ENHANCING AND
CONSERVING MOTORIZED RECREATION OPPORTUNITIES IN ARIZONA**

Does Arizona Have a Good Samaritan Law?

Yes. Arizona's Good Samaritan law is found at A.R.S. § 32-1471 and says:

Any health care provider licensed or certified to practice as such in this state or elsewhere, or a licensed ambulance attendant, driver or pilot as defined in § 41-1831, or any other person who renders emergency care at a public gathering or at the scene of an emergency occurrence gratuitously and in good faith shall not be liable for any civil or other damages as the result of any act or omission by such person rendering the emergency care, or as the result of any act or failure to act to provide or arrange for further medical treatment or care for the injured persons, unless such person, while rendering such emergency care, is guilty of gross negligence.

ARS § 36-3661.9 defines Good Samaritan; "Good samaritan" means a person who renders emergency care or assistance in good faith and without compensation at the scene of any accident, fire or other life-threatening emergency and who believes that a significant exposure risk occurred while the person rendered care or assistance.

Does Arizona Impose Criminal Liability for Helping?

The law provides that any person who renders aid at the scene of an emergency is not liable for any damages as a result of an act or omission so long as the care was provided: 1) in good faith; 2) for no money or other consideration; and 3) the person was not grossly negligent. If these conditions are met there will be no liability for any problems that arise.

Does Arizona impose Criminal Liability for Failing to Help?

Arizona's Good Samaritan Law does not impose a duty to help people and will not result in criminal liability for failure to act.

OHV AMBASSADOR SUGGESTED INTROS / ICE BREAKERS

Hi, I'm _____. I'm an **Off Highway Vehicle Ambassador** and would like to talk **with** you for a minute, if I could.

How's your ride/drive going ?, My name is _____. I'm an **Off Highway Vehicle Ambassador** and was hoping I could talk **with** you for a minute.

We really appreciate seeing you out here with your safety equipment on ! My name is _____. I'm an **Off Highway Vehicle Ambassador**, can I chat with you for a minute.

It's great to see you all out enjoying this area. I'm with the **Off Highway Vehicle Ambassador Program**. If you have just a minute, I can share some information with you on our **goals** for this area.

Have you been on this trail before? (MAP)

Do you have a map?

Seen anything interesting today?

Nice bike / ATV / Jeep

Do you have enough water? (Only works if you have water to offer)

GROUPS

Wait until all members of a group are together. Make small talk until that happens.

LANGUAGE

Use grouping language, like OUR, WE, SHARE, DISCUSS

I'd like to **discuss**, I'd like **share**, can **we** chat

POSITIVE

Goals, Success, Sustainable, Enjoyable, Improve, Enhance

BARRIERS for protection / safety.

ATV / Motorcycle / Jeep / Rocks / Picnic Tables

BARRIERS to communication

Helmets / Sunglasses / Gloves / Goggles

VIOLATIONS

Minimize, explain, don't harp on it, be realistic.

- These are public lands. We like to see you out here enjoying them and are working hard to keep it that way.
- It's great seeing you out enjoying **our** public lands.
- It's great seeing you out enjoying **your** public lands.
- I love seeing you out here as a family.
- Thanks for setting a good example for your kids !
- Thanks for having these kids out with their safety equipment on, it's so important !

OHV AMBASSADOR TALKING POINTS:

1. What is the OHV Ambassador Program?

- A partnership of agencies and volunteers dedicated to enhancing and preserving motorized recreation opportunities in Arizona. (Mission Statement)

2. What is an OHV Ambassador?

- I am an OHV enthusiast who wants to help keep OHV areas open, accessible and sustainable.
- I am a volunteer who works with land management agencies to promote responsible and sustainable OHV use.

3. What does an OHV Ambassador do?

- We participate in off highway vehicle events and monitor off highway vehicle areas and trails for resource issues.
- We give out information and maps.
- We are resources for trails and riding areas.

4. Do you get paid?

- No, but I get to see and explore different areas, get to know new trail systems and get to work directly with the land management agencies to affect change.

5. Do you write tickets?

- No, that's not our mission. We would like to see these areas function with the need for citations or tickets. Our mission is education. We are out here to assist people with information. Most people out here want to do the right thing; they just don't know what the rules are or where to find them. We can help with that.

6. Aren't they just going to close these areas anyway?

- No. Our mission is to keep areas open and enhance existing areas and opportunities. Because a lot of areas are under scrutiny for a variety of issues, it is critical we all work together to make sure this doesn't happen. We are making a difference and having a positive impact on off highway vehicle recreation, but we need everyone's help to keep it sustainable.

7. Is it fun?

- Yes. I like it, but more importantly I feel like I am doing something valuable to protect motorized recreation so you and I can continue to enjoy it for years to come.

CYCLE GEAR**Rider Support
Discount Levels**

Discount	<u>Regional</u>
Regularly Stocked Items <small>(current items with a sku)</small>	
Helmets, Boots and Exhaust	10% off regular price
Tires	10% off regular price
Race Gas	5% off regular price
All other currently stocked items with a Sku	20% off regular price
Special Orders	
Special Orders From Tucker Rocky	20% off TR retail price
All Other Special Orders	Cost + 20% + Freight

*** OHV Ambassador Discount ***

Police, Fire Department, and Military discount:

Regularly Stocked Items (with sku)	10% off Regular Price
Race Gas	5% off Regular Price
Special Orders	10% off Cycle Gear's Regular Price <small>(refer to the SO Pricing Guide)</small>

To receive the discount, they must show a current ID and be entered in Retail Pro's customer list

NOTE: These discounts can not be combined with any other sale, discount, promotion, markdown or clearance item.

Cycle Gear Inc.

Confidential

Updated 2/15/07

A Cycle Gear representative will look up your name in their database for the above discount.

OHV Dealer Program Contacts – Arizona initiated a motorsport dealer program to inform sales representatives and their customers about responsible OHV recreation. Please contact the Arizona State Parks OHV Coordinator if you are interested in adopting a dealership.

NAME	ORG.	ADDRESS	PHONE	EMAIL
Bill Nash, COO	Ridenow Powersports	6655 S. Kyrene Rd. Tempe, AZ 85283		bnash@ridenow.com
Wayne Gaylord, Corporate	“ “	“ “	480-755-5258 C: 602-513-1338	wgaylord@ridenow.com
Tyler Steimel, GM Chandler	“ “	3333N. Arizona Ave., Chandler, AZ 85225	602-513-1331	tsteimel@ridenow.com
Rick Hewitt	“ “	“ “	480-503-3333	rhewitt@ridenow.com
Matt Sheridan	“ “	“ “	“ “	msheridan@ridenow.com
Steve Kolicko	“ “(USA Motorsports)	310 N. Dysart Rd Avondale, AZ 85323	623-925-8800	skolicko@ridenow.com
Steve Kolicko	“ “	15380 W. Bell Rd, Surprise, AZ 85374	623-474-3740	skolicko@ridenow.com
Jerry Carrillo	Ridenow Powersports	15380 W. Bell Rd, Surprise, AZ 85374	623-474-3740	jcarrillo@ridenow.com
Rob McDaniel	“ “ (YSA Motorsports)	17202 N. Cave Creek, Phoenix, AZ 85032	602-992-8620	rmcdaniel@ridenow.com
Sean Steimel	Ridenow Powersports (Tucson Motorsports)	7501 E. 22 nd . Street, Tucson, AZ 85710	520-747-9141	ssteimel@ridenow.com
Gary Hengeveld, CEO	Northland/Star Island		928-526-7959	gjhenge@aol.com
Joe Hengeveld, GM	Northland Motorsports	4308 E. Route #66 Flagstaff, AZ, 86004	928-526-7959	joeheenge@hotmail.com
Ken Gontarek	“	“ “	928-526-7959 Ext: 207	keng@northlandms.com
Matt Logan GM	Star Island Motorsports	6425 E. 2 nd . St. Prescott Valley, AZ 86314	928-772-0855	swalz@starislandms.com
Spence Sizelove	“ “	“ “	“ “	swalz@starislandms.com
Lynn Reheard, GM	Show Low Motor Sports	1000 N. Auto Mall Pkwy, Show Low, AZ 85901	928-532-7433	lynn@hatchmotorco.com
Lesley Hensley	“ “	“ “	“ “	lhensley@hatchmotorco.com
Drew John	Drew & the Crew Motorsports	806 Thatcher Blvd. Safford, AZ	1-877-348-3309	DandCsales@ vctc.net
Kyle John	“ “	“ “	“ “	“ “
Jeremy Baker	“ “	“ “	“ “	jseanbaker@yahoo.net

APPENDIX C:

ADDITIONAL MATERIALS



CONTENTS

OHV Legislation
Spark Arrestors
OHVs and Air Quality
Elements of an OHV Program
Arizona OHVAG
Management Guidelines for OHV Recreation
Shooting on Public Lands

Summary of 2008 Off-Highway Vehicle (OHV) Legislation (SB 1167)

New off-highway vehicle regulations will go into effect January 1, 2009.

What does the new law do?

- The goal of the new regulations is to provide better OHV management and protection of natural resources while maintaining recreational access. It will help manage the large growth of OHV use in Arizona.
- The new law sets equipment requirements, operation restrictions and creates a “user play, user pay” funding program (new OHV sticker) that provides benefits to OHV enthusiasts.
- Funds generated from this program will be used to help ensure sustainable opportunities by bolstering grant programs that pay for maintenance, signage, maps, facility development, mitigation, education, and enforcement.
- Vehicles bearing the new OHV sticker may cross State Trust lands. All other uses require the State Land recreational permit (examples are camping, picnicking).

What are the new operation restrictions?/Where can I ride?

- Bans OHV use on roads, trails, routes or areas that are closed as indicated in rules or regulations by the land management agency
- Prohibits a person from driving an OHV off an existing route that causes damage to wildlife habitat, riparian areas, cultural or natural resources, or property or improvements.
- Directs a person to drive an OHV only on roads, trails, routes or areas that are opened as indicated in rules or regulations by the land management agency for motorized vehicle use.
- Prohibits a person from placing or removing a regulatory sign governing OHV use unless the person is an agent of the appropriate authority.
- No reckless operation.

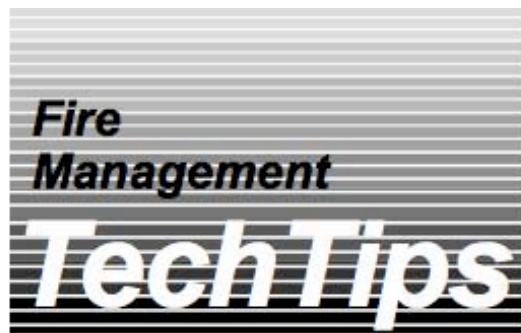
What pieces of equipment do OHV operators need in Arizona?

- Brakes
- Lighted head and taillights if operated between one half-hour after sunset and one half-hour before sunrise
- A muffler or noise dissipative device that prevents sound above 96 decibels
- A U.S.D.A. approved spark arrestor device
- For those under 18 years of age, a U.S. Dept. of Transportation approved helmet
- A safety flag that is at least six by twelve inches and that is attached to the OHV at least eight feet above the surface of the level ground if operated on sand dunes or areas designated by the managing agency

What is this new OHV sticker and who has to buy one?

The new OHV sticker applies to OHVs primarily designed by the manufacturer for off-highway use and weighing 1,800 pounds or less. Qualifying OHVs may include all-terrain vehicles, side-by-sides (Utility Vehicles), dirt bikes, and some sand rails. Trucks, sport utility vehicles (SUVs), cars, and other recreational vehicles (motor homes) will not be affected.

- All qualifying OHVs must have an OHV license plate (check with www.servicearizona.com for a motor vehicle record of your vehicle). The existing plates for OHVs such as ATVs and dirt bikes (currently designated RV or MC) will be continued.
- After January 2, 2009, submit an application to the Motor Vehicle Department for the new OHV sticker; *cost will be determined by MVD by November 2008*. The sticker must be purchased annually and affixed to the upper left corner of the OHV plate. The OHV sticker will be available at www.servicearizona.com, at MVD offices or authorized MVD service affiliates.



United States Department of Agriculture
Forest Service



**Technology &
Development Program**

May 2003

5100

0351 1307—SDTDC

Off-Highway Vehicle Spark Arrestors

SPARK ARRESTERS AND THE PREVENTION OF WILDLAND FIRES

Ralph H. Gonzales, Mechanical Engineer

HISTORY

Off-highway vehicle (OHV) use continues to be a popular recreational activity. It includes family-oriented trips, recreational trail riding, competitive dirt bike racing, and the use of vehicles to gain access to remote locations. Fires are often caused by recreational activity.

For a vast majority of users, part of the enjoyable experience is being in the outdoors while operating an OHV. Because this activity commonly takes place in areas that are in close proximity to fuel sources, spark arresters are required on OHVs where fire is a threat.

The term "passenger vehicle" can encompass a wide range of motor vehicles. Most State vehicle codes differentiate between vehicles used for transportation and those used for recreation purposes. Dune buggies, motorcycles, and all-terrain vehicles (ATVs) are required to meet spark arrester regulations because they are not considered passenger vehicles.

Spark arrester laws vary from State to State. OHV operators should consult their State's policy.

The following are some of the most commonly used OHVs that require spark arresters.

ATVs: They are usually less than 54-in wide and weigh less than 650 lb. They have three or more flotation tires, are steered with handlebars, and are operated in a straddled riding position. All ATVs sold in the United States have spark arresters as part of the original factory equipment.

Motocross Bikes: These are designed for closed course competition. Generally, they come equipped with a muffler/silencer, which is not a spark arrester. They do not have a headlight or a taillight. Clues to defining a motocross bike are numbered plates, radiators on later models, two-stroke engines, and travel in the suspension that causes them to sit high.

It should be noted that motocross motorcycles are very popular among competitors and serious trail riders. This is an acceptable bike on many public jurisdictions providing it is equipped with an approved spark arrester and silencer/muffler.

Enduro Motorcycles: These motorcycles come factory equipped with a spark arrester. They are legal for use on public lands and are easier to inspect than motocross motorcycles. Enduro motorcycles are designed for OHV routes, desert riding, trail riding, and general off-road use. Most come equipped with approved spark arresters and small headlights and taillights.

Dual-Purpose Motorcycles: These are designed for on- and off-highway use, but must also meet all requirements for public highways. Headlights, taillights, brake lights, and turn signals are required.

Volkswagen (VW) Dune Buggies: The VWs are required to have a qualified spark arrester for off-highway use. Some dune buggies are street legal, have a license plate, and usually have a muffler. Mufflers are legal for street use, but do not qualify as a spark arrester for off-road use.

For additional information, contact: Fire Management Program Leader, San Dimas Technology & Development Center, 444 East Bonita Avenue, San Dimas CA 91773-3198; Phone: 909-599-1267; TDD: 909-599-2957; FAX: 909-592-2909; Lotus Notes: Mailroom WO SDTDC@FSNOTES • Intranet (web site): <http://fsweb.sdtc.wa.fs.fed.us> • Internet e-mail: mailroom_wo_sdtc@fs.fed.us

Dune Buggies: Dune buggies are built for off-road use only. While some are equipped with spark arresters, many can be identified by a straight exhaust that is very noisy and lacks a spark arrester.

HOW SPARK ARRESTERS WORK

Spark arresters work on the principle of trapping or pulverizing carbon particles with a diameter greater than 0.023 in. The centrifugal trap-type arrester is by far the most common design used by OHV enthusiasts. In addition to the requirement of certain efficiency levels, a trap unit must have a clean-out device.

Various methods are used to clean accumulated carbon particles out of a spark arrester. Some include a cleanout plug, end cap, cleanout plate, inserts, snap rings, cleanout bands, and Allen bolts. The spark arrester must be serviceable without removing the complete exhaust system.

The cleanout requirement is one of the most critical elements of the trap arrester. It is also one of the most often ignored. During inspections, owners must be reminded that this type of arrester requires regular and timely maintenance, a critical element of spark arrester effectiveness.

Some models of spark arresters/mufflers require fiberglass packing. This packing should be replaced every 30 hours. Evidence of exhausted packing includes oil dripping from the exhaust tail pipe and/or excessive noise. Fiberglass is the only approved qualified packing.

QUALIFICATIONS FOR OHV SPARK ARRESTERS

The qualification standard requires spark arresters to be permanently marked with the model number and manufacturer's name or trademark. Whenever contact is made with an OHV, regardless of what type of machine is used, a spark arrester inspection should be made.

Many people think that a muffler/silencer is also a spark arrester. Mufflers and silencers are only designed for noise control. Only an inspection can determine whether this is a spark arrester or a muffler/silencer.

If the OHV has been operating, beware of very hot metal in and around the exhaust system. The arrester will be a chamber-like device located somewhere along the exhaust discharge. Find the manufacturer's name or logo and the model number located on the spark arrester. It may be necessary to clean a portion of the arrester to reveal that information. It can usually be found on an attached metal plate. The words "USDA Forest Service Qualified," "Spark Arrester," or "Qualified" stamped on a piece of equipment does not guarantee that it is a tested and qualified arrester.

SPARK ARRESTER INSPECTION

Check to see if the entire exhaust system is sound and the arrester has been maintained. Also make sure that the spark arrester is mounted securely in the qualified position. In OHV use, this is usually the horizontal position. Proceed with a thorough inspection of the entire exhaust system.

With the engine off, and using a penlight, look into the spark arrester to visually ensure that the interior has not been removed or altered. You may be able to see the interior section that deflects the exhaust. Use a narrow rod, such as a 1/8-in wooden dowel, to gently feel for the internal parts of the arrester. Check how far you are able to insert the wooden dowel internally and cross check this measurement with the outside of the spark arrester/muffler. This will indicate whether you are able to pass the dowel the length of the arrester/muffler. If you are able to pass the dowel the total length, it is not a qualified arrester.

All trap spark arresters have internal fins or louvers that deflect the exhaust. If you suspect that an arrester may be altered, have the owner take the arrester apart for further inspection. Although the arrester/muffler may have the approved model number and the manufacturer information stamped on the shell, the inside components of the spark arrester mechanism may have been removed. Only through a thorough inspection can this type of modification be noted.

Arresters can be modified to avoid routine maintenance or to give the false perception of improved engine performance. Some modifications that have been detected include complete or partial removal of the spark arrester component parts,

TD

perforation of an arrester part, and installation of foreign objects into a muffler silencer, "mocking" spark arrester parts when a wooden dowel probe is used. Examples of these foreign objects are washers, bottle caps, and steel wool.

EXHAUST SYSTEM MAINTENANCE

The next step is to check the exhaust system for maintenance. The exhaust system must be without holes, gaps, loose connections, or any areas that exhaust can escape without passing through the spark arrester. If the integrity of the whole system is not complete, the piece of equipment cannot pass the inspection regardless of whether it has a qualified arrester or not.

Owners must be aware that spark arrester laws include the term "in effective working order." Spark arresters need to be periodically cleaned to eliminate the trapped particles of carbon. The same conditions that cause spark plugs to foul can also cause a spark arrester to become inefficient. If it is not maintained, then its performance is hampered and it is not considered a legal spark arrester.

SUMMARY

As you become more informed about spark arrester inspections, you will look forward to educating OHV enthusiasts about the proper use and maintenance of spark arresters. The use and maintenance of spark arresters can contribute to the effort of preventing unwanted wildland fires.

SPARK ARRESTER GUIDE

The *Spark Arrester Guide* is the only authoritative industry source for information on qualified spark arresters for use on internal combustion engines. Use the guide when identifying qualified spark arresters. If the spark arrester number appears in the guide, SDTDc has evaluated the arrester.

There are two volumes of the guide: *General Purpose and Locomotive*, Volume 1, and *Multiposition Small Engine*, Volume 2. A revision of the guide is published every year. Therefore, each volume is published every 2 years. An online guide, updated every quarter, is available on the USDA Forest Service Intranet at <http://www.fsweb.sdtc.wo.fs.fed.us>. It is a searchable database that allows the user to make powerful searches.

ADDITIONAL INFORMATION

This Tech Tip offers a broad introduction on OHV spark arresters. There are four other Tech Tips in the series. For more information on spark arresters, or to receive copies of other related Tech Tips, contact:

USDA Forest Service
San Dimas Technology and
Development Center
444 East Bonita Ave.
San Dimas, CA 91773

Attn: Spark Arrester Program Leader
or
<http://www.fsweb.sdtc.wo.fs.fed.us>

Approximate English to Metric System Conversion Factors

To Change	To	Multiply by
inches	millimeters	25.4
pounds	kilograms	0.454

Information contained in this document has been developed for the guidance of employees of the U.S. Department of Agriculture (USDA) Forest Service, its contractors, and cooperating Federal and State agencies. The USDA Forest Service assumes no responsibility for the interpretation or use of this information by other than its own employees. The use of trade, firm, or corporation names is for the information and convenience of the reader. Such use does not constitute an official evaluation, conclusion, recommendation, endorsement, or approval of any product or service to the exclusion of others that may be suitable.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities



on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



Resource Management Plans:

- Lake Havasu Field Office (FO) is complete
- Arizona Strip FO (including Grand Canyon Parashant & Vermillion Cliffs NMs) is complete
- Yuma FO will issue its Record of Decision in late 2008
- Hassayampa FO (including Agua Fria NM) Final is currently out for comment
- Ironwood Forest NM will issue its Final in Fall 2008
- Lower Sonoran FO (including Sonoran Desert NM) will issue its Draft in Fall 2008.

Route Designations:

- Grand Canyon Parashant NM & Vermillion Cliff NM are final
- Agua Fria NM are out for final comment; designations will be final upon issuance of Record of Decision (early 2009)
- Ironwood Forest NM will be out for final comment in Fall 2008; designations will be final upon issuance of Record of Decision (mid 2009)
- Bullhead City (Lake Havasu FO) Travel Management Area (Fall 2008)
- Middle Gila Canyons (Tucson FO) Travel Management Area (Fall 2008)
- La Posa (Yuma FO) Travel Management Area (est. Summer 2009)
- Hualapai Mountain (Kingman FO) Travel Management Area (est Summer 2009)
- St. George Basin (AZ Strip FO) Travel Management Area (est Fall 2009)
- Upper Gila (Safford FO) Travel Management Area (est Summer 2009)





FACT SHEET

Information about the New Off-Highway Vehicle Law September 2008

Arizona Revised Statute § 49-457.03 prohibits the recreational use of an off-highway vehicle (OHV) on days when the Arizona Department of Environmental Quality (ADEQ) issues a high pollution advisory (HPA) for small particulate matter 10 microns or less (PM₁₀).

WHY IS LIMITING THE RECREATIONAL USE OF OHVS NEEDED?

In recent years, the Valley has not met Federal Air Quality Health Standards set by the Environmental Protection Agency (EPA). In order to meet the health standards, the Valley cannot exceed the EPA's standard more than three times in a three-year period. The EPA has given the Valley another chance to make progress toward meeting the standard before it steps in: set a goal to meet federal clean air standards by 2010. To achieve this goal, a plan has been developed to reduce emissions by 5 percent each year until the air quality standard is met.

HOW DO EMISSIONS FROM OHVS AFFECT AIR QUALITY?

Emissions from OHVs are one of the top five off-road sources of particulate emissions in the Valley (see chart). Everyone needs to contribute to achieving healthy air. To date, the Valley still has not met the national public health standards.

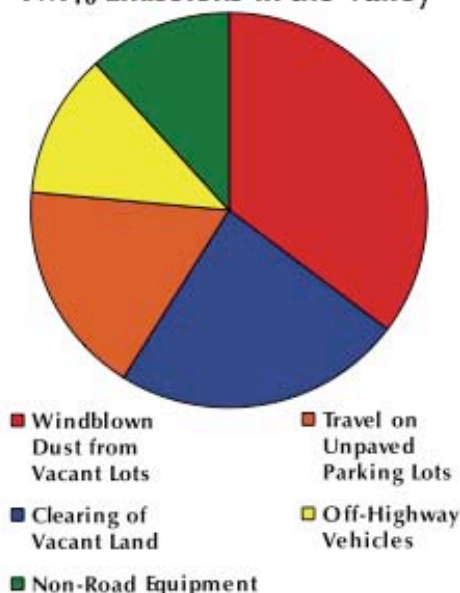
WHAT IF THE VALLEY DOESN'T COMPLY?

Federal highway funding can be withheld if an area does not meet applicable deadlines. If funding for the Valley is withheld, road construction could be delayed for years, halting the expansion of our highways and causing even more gridlock.

WHY IS BREATHING PARTICULATE MATTER UNHEALTHY?

Coarse particulate matter is a mixture of solid and liquid particles suspended in air. This pollution is made up of a number of components, including acids, metals, chemicals, soil particles, and allergens (pollen or mold spores). The size of particles is important because of

Top Five Sources of Non-Road PM₁₀ Emissions in the Valley



potential health problems. PM₁₀ particles pose a problem because the particles can get deep into the lungs – the smaller particles may even get into the bloodstream, affecting a person's lungs and heart and may trigger asthma attacks.

WHY NOT DO MORE ABOUT CARS – THEY MUST BE A BIGGER CONTRIBUTOR?

Vehicle exhaust has been heavily regulated since the 1970s. Since that time, tailpipe emissions have been drastically reduced. Vehicles already must pass the most rigorous emissions inspections program in the nation and use cleaner burning fuels.

WHEN DO THE LAW'S RESTRICTIONS APPLY?

Only when ADEQ has issued a HPA for PM₁₀. ADEQ issued 22 HPAs for PM₁₀ in 2007.

Publication Number: FS 08-18

WHAT ACTIVITIES DOES THIS LAW PROHIBIT?

The law prohibits the recreational use of any motorized transportation on an unpaved surface that is not a public road or private road, street or lawful easement on High Pollution Advisory days for particulate matter (PM10). ADEQ issues High Pollution Advisory (HPA) for PM10. ADEQ issued 22 HPAs for PM10 in 2007. This includes private lands unless written permission has been obtained from the land owner.

The law also requires cities and towns in Area A to adopt, implement and enforce an ordinance that prohibits the operation of any vehicle, including an off-highway vehicle (OHV), an all-terrain vehicle (ATV) or an off-road recreation motor vehicle (ORRMV), on an unpaved surface that is not a public or private road, street or lawful easement and that is closed by the landowner by March 31, 2008. Check with the local town or city for additional OHV dust rules.

WHEN ARE AIR QUALITY FORECASTS UPDATED?

ADEQ issues an updated forecast by 1 p.m. Sunday-Friday; the forecast for Saturday is issued on Friday.

HOW CAN I TELL WHEN A HPA FOR PM10 HAS BEEN ISSUED?

ADEQ's daily air quality forecast can be found at: www.azdeq.gov/environ/air/ozone/ensemble.pdf or you can signup to receive a text message at: www.azdeq.gov/sms.html.

WHERE CAN I RIDE WHEN A HPA FOR PM10 HAS BEEN ISSUED?

Anywhere outside Area A where off-highway recreation is authorized. Area A includes greater Phoenix metropolitan area, a portion of Apache Junction and a portion of Yavapai County. For a map of Area A see: www.azstateparks.com/partnerships/ohv/OHV_Area_A_Map.jpg. Arizona State Parks has a map of places to ride for OHV enthusiasts available at the following link: www.azstateparks.gov/partnerships/ohv/ohv_sites.html. Please contact the local land agency provided in the description for more information.

HOW IS THE LAW BEING ENFORCED?

For violations of the law, the control or law enforcement officer will issue a standard civil ticket and complaint similar to a traffic ticket. A warning will be issued for the first violation. A civil penalty of \$50 will be issued for the second violation, \$100 for the third violation, and \$250 for the fourth or subsequent violations.

WHO IS AUTHORIZED TO ENFORCE THE LAW?

Enforcement officers employed by the Bureau of Land Management, Arizona State Land Department, Tonto National Forest, the Maricopa County Sheriff's Office, the Pinal County Sheriff's Office, and local law enforcement agencies have the authority to issue a citation for a violation of the OHV law.

WHO CAN I CONTACT FOR MORE INFORMATION?

Arizona Department of Environmental Quality
(602) 771-2388

Arizona Game and Fish
(602) 942-3000

Arizona State Land Department
(602) 542-4631

Arizona State Parks
(602) 542-4174

Arizona Office – Bureau of Land Management
(602) 417-9200

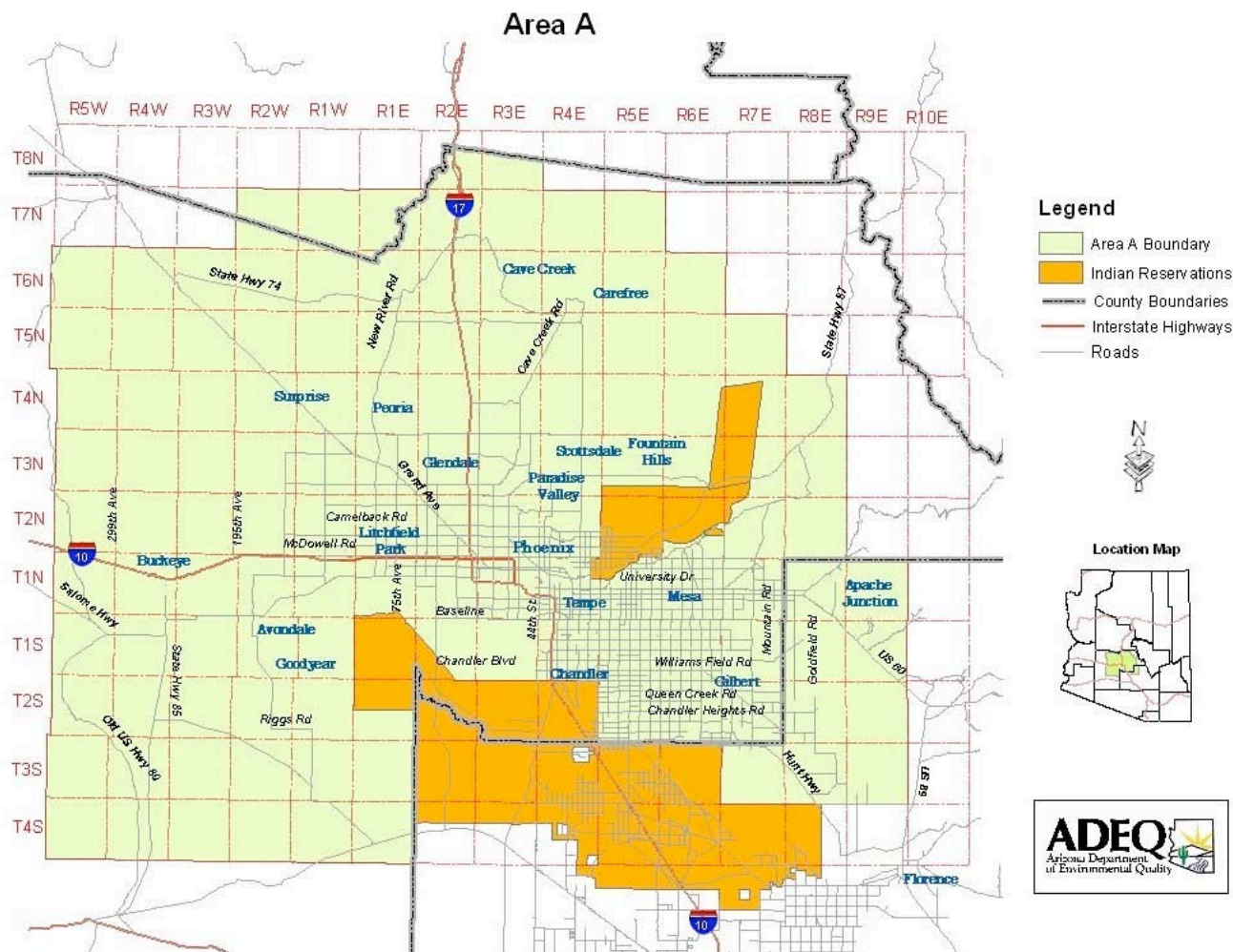
Maricopa County Sheriff's Office
(602) 876-1801

Maricopa County Air Quality Department
(602) 372-2703

Pinal County Sheriff's Office
(520) 509-3555

Tonto National Forest
(602) 225-5200

AREA A – PM10/DUST MAP



FAST (Fix A Shaft Today!) Campaign

A Partnership Initiative for Eradicating Unsafe Abandoned Mine Land Features



Approximately 29 people die each year* due to accidents involving mine land features, many of them on abandoned mine lands (AML). A significant amount of these fatalities occur on private and public lands in the Southwest. At one time, these abandoned mine lands were considered remote but due to urban sprawl and the increased ability of the public to access these sites accidents continue to occur. Many of these features are known to the public though not reported to officials. Other times an abandoned mine feature is discovered by accident.



As the largest land manager in the west, the Department of the Interior's Bureau of Land Management (BLM) has a responsibility to ensure safety on these lands, but the BLM cannot do it alone. To expedite the elimination of these legacy mine hazards, the BLM is proposing a partnership initiative with mine claimants, landowners, the mining industry, recreational user groups, and non-government organizations to eradicate unsafe abandoned mine land features.

PROPOSAL

The BLM is proposing a *FAST (Fix A Shaft Today!) Campaign* to partner with interested parties and user groups to eradicate abandoned mine land features on lands managed by the BLM..

GOALS

- Develop partnerships which result in the donation of time, labor and use of mining equipment to aid in closing dangerous mine shaft and structures.
- Encourage knowledge-sharing and technology transfer among government and stakeholder groups.
- Solicit technical volunteers from wildlife agencies, academia, bat enthusiasts, and amateur archeologists to assist with National Environmental Policy Act (NEPA) clearances.



KEY PHASES

- Create a simple approach for public land users to report safety hazards.
- Identify hazards posing risks to recreational users.
- Make public and surrounding lands safe for responsible recreational users by eradicating abandoned mine shafts and other features.



Elements of a Successful OHV Program

- **Management Commitment**
 - Strong commitment from the top down
- **Be Proactive**
 - Unmanaged trail use leads to resource impacts and user conflicts
- **Positive Attitude**
 - OHV users are not second class citizens,
 - Educate
 - Smiles and professionalism build support
 - Provide quality customer service, happy riders = happy managers
- **Funds**
 - Not cheap
 - Need funding to build and maintain
 - Seek out grants, volunteer program, and sharing
- **Funding Resources**
 - RTP motorized grants
 - State OHV Recreation Fund
 - Challenge Cost Share
 - Use OHV clubs and volunteers to match \$\$
 - Manufacturer grants – Polaris, Yamaha
 - 4-H Education Program
 - Environmental Protection / Restoration Funds
- **Proper Infrastructure**
 - Equipment, Materials, Supplies, Storage/Office Space, \$\$
- **Continuity...**
 - Leave a Paper Trail
 - Develop a file of specs and sources for materials and supplies
 - Organize and centralize files
 - Allow transition time / Cross-train
- **Knowledgeable personnel**
 - Share skills available in your agency and other agencies and organizations
 - Visit success stories and borrow liberally from others.
 - OHV clubs, Student Conservation Association, OHV Ambassadors, etc

- **Intra-agency and Interagency Cooperation -Do More For Less**
 - Reduce Budget
 - Increase Staff
 - Increased OHV Mgt. Expertise
 - Don't Re-invent the Wheel
 - Share equipment & personnel
 - More Riding Opportunity
- **Strong Volunteer Program**
 - Sign Maintenance
 - Facility Maintenance
 - Mapping & GPS Needs
 - Provide Peer Pressure
 - Build Broad-based Program Support
- **Application of the 4'Es**
 - **Engineering**
 - Trail Facility Construction & Design, Maintenance
 - Design facility to meet user needs
 - **Education**
 - Inform Visitors of Rules & Regs.
 - Develop Quality Mapping
 - Install Portal Signs & Kiosks
 - Perform Public Contacts
 - Provide Interpretation
 - **Enforcement**
 - Need compliance
 - **Evaluation**
 - OHV Program Effectiveness
 - Visitor Satisfaction
 - Resource Protection
- **Provide for the User Needs**
 - Quality, Uniform Maps
 - Consistent Signing
 - Know Before You Go
 - OHV-Specific Hotline and Website
 - Public Contacts
 - Trail Ranger Program

Arizona State Parks Off-Highway Advisory Group

The new website link is: <http://azstateparks.com/committees/OHVAG.html>

~ Off-Highway Vehicle Advisory Group ~

Join a fun, dynamic, and hard-working group!

- ✦ **Represent motorized recreation interests in Arizona.**
- ✦ **Advise the Arizona State Parks Board on grant awards and the Arizona OHV Recreation Fund Plan.**
- ✦ **Effect change to Arizona's off-highway vehicle enthusiasts through trail access, rider/driver education, and much more!**
- ✦ *Make a difference!*

The Off-Highway Vehicle Advisory Group (OHVAG) seeks to enhance and preserve motorized recreation opportunities throughout Arizona, and develop programs that promote resource protection, social responsibility, and interagency cooperation.

****Travel reimbursement to meetings available.**

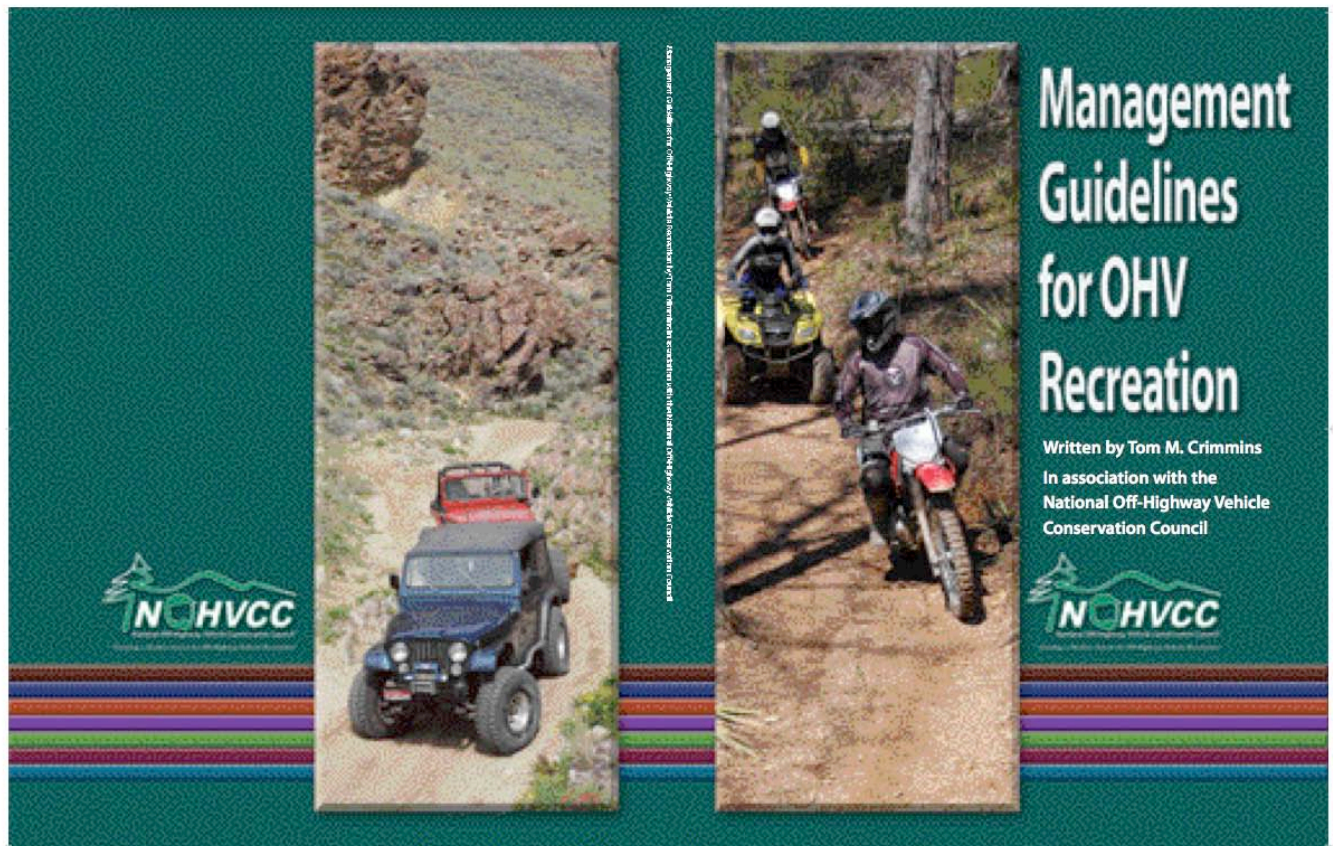
**Deadline for application is September 28, 2007.
Group meets approximately 5 times per year.**



For more information & an application, visit www.azstateparks.com/partnerships/committees/openings.html or call 602-542-7126.



You can download “Management Guidelines for OHV Recreation” at no cost at: <http://www.nohvcc.org/newsletter/prbook.asp>



IMPORTANT

Guide to Shooting on Public Lands in Arizona

Many people enjoy target shooting and plinking in open country. When participating in this activity, shooters must be aware of federal and state gun laws. We would like to provide you with some information that will give you a better understanding of regulations and guidelines relating to shooting on public lands.

Where can I target shoot?

You can target shoot on federal public lands that are not developed as a recreation site/area, which that have not been administratively closed to target shooting, and where target shooting is not prohibited by other state law or statute. (An example of a prohibited act is shooting on public lands across a highway.) While hunting with a license and in season is allowed on Arizona State Trust Land recreational shooting is prohibited. If you are in doubt that an area is open to recreational shooting, contact the appropriate agency before discharging your firearm.

When shooting:

Select a safe location for your target practice. *Know your target and what is beyond!* A spot with a hill, canyon wall, or a large mound directly behind the target is ideal. Avoid popular recreation areas and sensitive wildlife habitats. Never shoot in a direction where there are people, domestic animals, or structures. Always keep your firearms muzzle pointed in a safe direction.

Use paper targets mounted on wooden stakes. Do not attach targets to living plants or place targets up against rocks or solid objects, which can cause ricochets. Please do not shoot at glass bottles or other refuse. Broken glass can be hazardous to people and wildlife. Always pick up and remove targets and empty shells when you have finished.

To help ensure you shoot legally remember:

- **NEVER** shoot from, on, or across a road.
- **NEVER** shoot whereby any person or property may be exposed to injury or damage.
- **NEVER** damage any natural feature or other property.
- **NEVER** shoot from a vehicle, parked or moving.
- **NEVER** shoot if unsure of your backstop and what is beyond
- **NEVER** act in an aggressive or threatening manner to other public land users.

A WORD TO THE WISE

The information contained in this guide is for general information purposes only. It is not a substitute for the law and is not intended to be inclusive of all laws and regulations. You are fully accountable for knowing the laws and regulations when you deal with firearms under any circumstances.

REFERENCES

The Arizona Gun Owner's Guide, Alan Korwin, Bloomfield Press
Arizona Hunting Regulations, Arizona Game & Fish Department
Arizona revised Statutes, Title 13
Code of Federal Regulations, Title 36

**SHOOT SAFELY,
ACT RESPONSIBLY,
DON'T POLLUTE**



**GOOD GUN
FOUNDATION**

APPENDIX D

AMBASSADOR ORIENTATION TRAINING MATERIALS

